

# Dame Elizabeth Cadbury School



## Parent communication

### A Guide to the Matrix Academy Trust App



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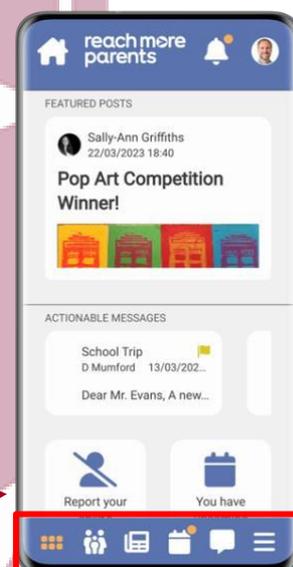
At Dame Elizabeth Cadbury School we pride ourselves in ensuring communication with our parents is both effective and time efficient. To support this, we use WeDuc which is part of our Matrix Academy App.

The benefit of using this system is a “one-stop-shop” for all areas of the school.

This guide aims to provide support in using our app to its full potential. However, you can also find a virtual walkthrough of the app by clicking this link: [VirtualWalkthrough](#)

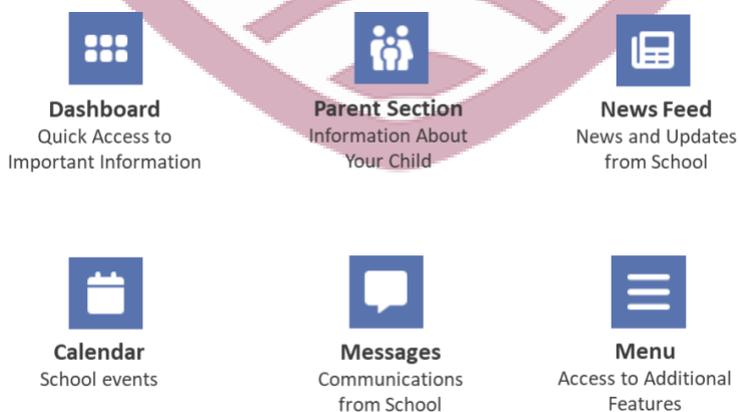
The following is accessible from our App:

- Report an absence
- Receive updates from the school
- Access the parent calendar
- Receive notifications for key information pertaining to
- View your child’s attendance



### Navigation Bar

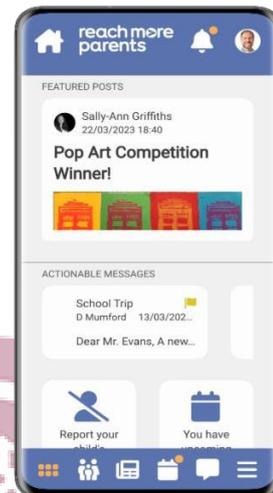
When opening the app, the main navigation tools are on the bar at the bottom of the screen. Each tool will take you to another area of the app. Below is a short description of each area.



## Dashboard

This area will show you a breakdown overview of:

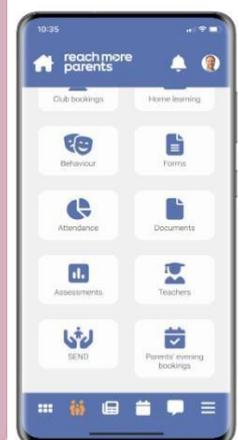
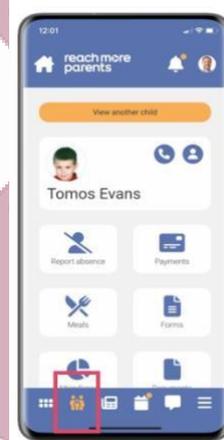
- Key information regarding your child
- Upcoming trips and events
- Notifications
- Reporting an absence tool



## Parent Portal

This section shows you some key information about your child including:

- Payments
- Link to Forms requested by the school
- Attendance summaries
- Report on absences



## Newsfeed

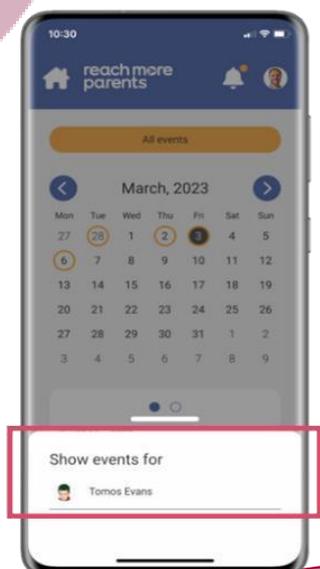
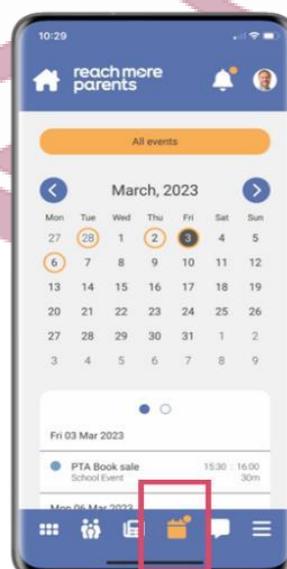
This section will show you up-to-date information including the latest posts and links to key areas of the app to support your child's time at Dame Elizabeth Cadbury school.

## Calendar

Houses the key information about upcoming dates and events.

These will be for whole school, year and individual to your child.

If you have two children, simply click the one you wish to check events for.

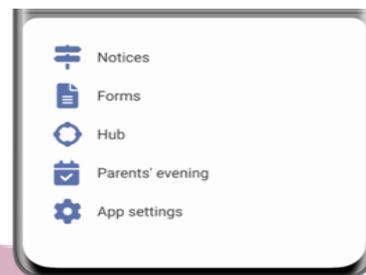


## Messages

Here you will see messages from the school, you are also able to respond to these messages.

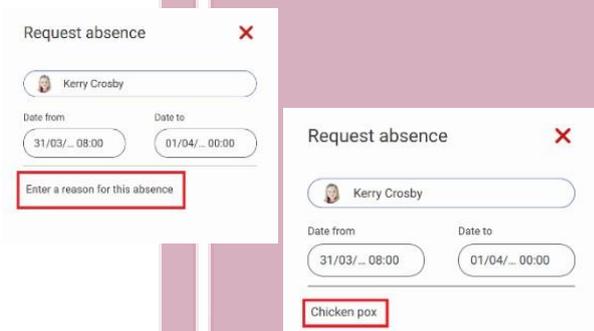
## Menu

Clicking the menu button will open a second list of options including the settings area where you can manage information.



## Reporting an absence

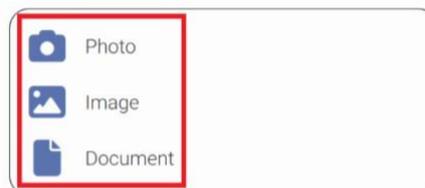
1. Log in to the app
2. Tap **'Report your child's absence'**
3. Enter the reason for your child's absence



- When you add your reason for absence, please ensure to include any evidence or supporting information.
- A reminder that we cannot authorise absence during the school year for holidays

To find out any information regarding attendance this link will that you to our dedicated page: [Attendance](#)

4. Add an attachment if necessary. This can be used to attach a doctor's note or letter confirming attendance at an organised activity.



5. Tap the 'Send' icon. As per statutory attendance documentation, your child's absence may be registered as unauthorised.



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As the Matrix App continues to develop, we will endeavour to do our best to keep this guide up to date. However, should you require any assistance please contact the school on [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk) in the first instance.

