

# Parent Guide to the Matrix Academy Trust App

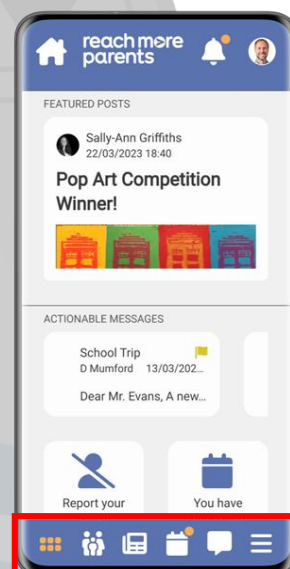
At Etone College we pride ourselves in ensuring communication with our parents is both effective and time efficient. To support with this we use WeDuc which is part of our Matrix Academy App.

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 it’s 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:

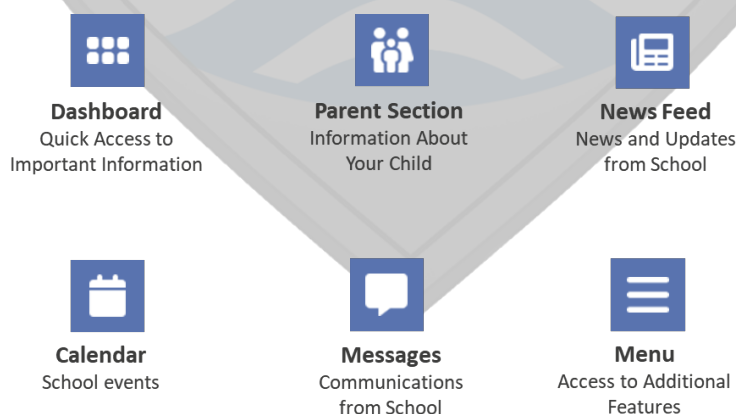
- Report an absence
- Check and manage your child’s homework
- Receive updates from the school
- Access the parent calendar
- Receive notifications for key information including timetable
- View positive rewards points and behaviour points/ detentions
- View your child’s attendance
- Book your Progress Evening appointments



## Navigation Bar



When opening the app the main navigation tools is 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.



## How we will communicate with you:

|                 |                                                                      |                                                                                     |
|-----------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Messages</b> | Letters for small trips, Progress Reports and individual information |  |
| <b>Notices</b>  | Letters for year/ subject trips, events and upcoming activities      |  |
| <b>Newsfeed</b> | Letters of notice for school life, good news stories, reminders      |  |

We make intelligent use of the system to ensure you have access to the information you need, when you need it.

This means we make use of bespoke groupings to send messages out, reducing irrelevant notifications for you.

However, we will share good news from time to time and would encourage you to check up on the stories and information **along with checking out our website regularly for updates.**

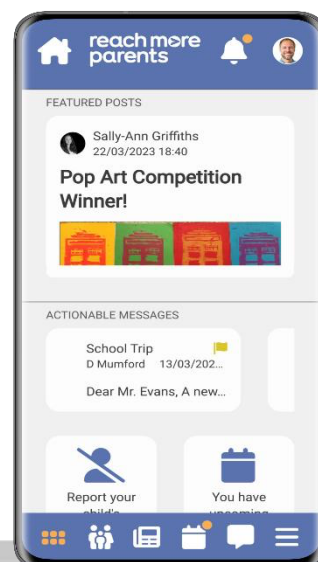
**Website:** <https://www.etonecollege.co.uk/>



## Dashboard

This area will show you a breakdown overview of:

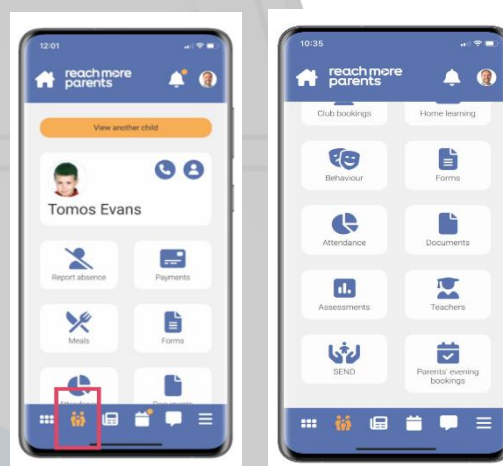
- Key information regarding your child
- Upcoming trips and events
- Notifications
- Reporting an absence tool



## Parent Portal

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

- Payments
- Link to Forms requested by the school
- Attendance summaries
- Home learning
- Report absences
- Behaviour



## Newsfeed

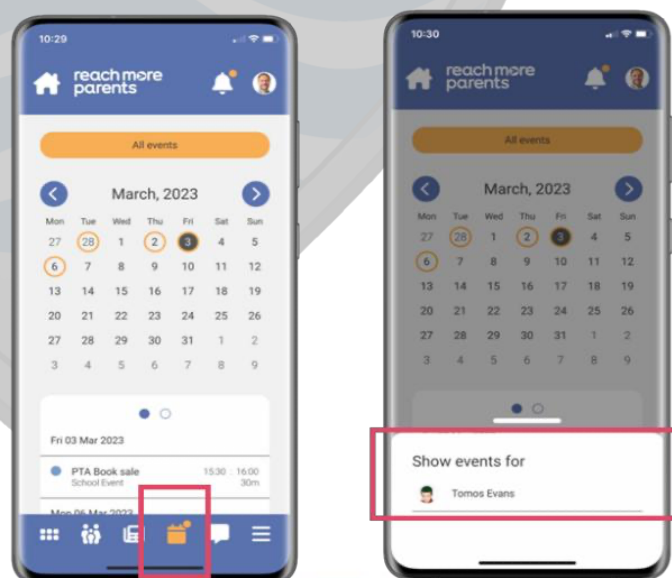
This section will show you up-to date information including the latest posts and links to key areas of the app to support your child's time at Etone College.

## 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.

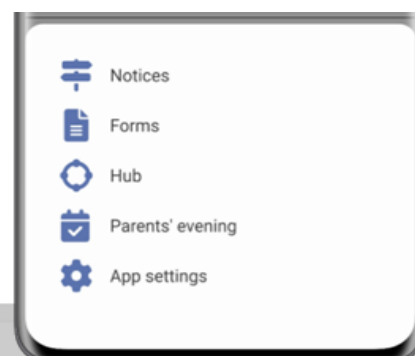


## Messages

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

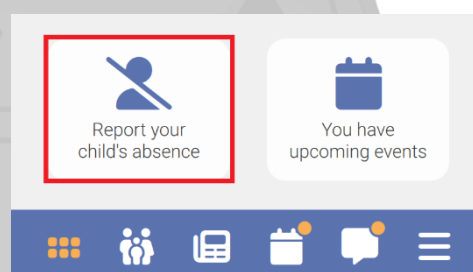
## Menu

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

A screenshot of the 'Request absence' form. It has a white background with a red 'X' in the top right corner. At the top, there's a field for the user's name 'Kerry Crosby'. Below that are two date pickers: 'Date from' (31/03/... 08:00) and 'Date to' (01/04/... 00:00). At the bottom, there is a text input field with the placeholder 'Enter a reason for this absence', which is highlighted with a red box.A screenshot of the 'Request absence' form, similar to the previous one. The text input field at the bottom now contains the text 'Chicken pox', which is highlighted with a red box.

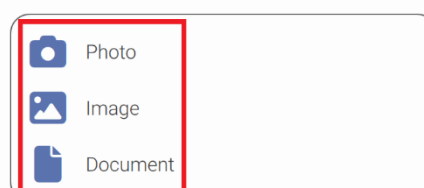
When you add your reason for absence please ensure to include any evidence or supporting information.

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 to an organised activity.



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



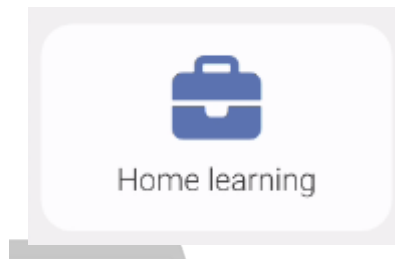


## Home Learning

- 1) Select the 'Parent Portal' button



- 2) Click on the Home Learning icon.  
*Here you will now see all Homework that has been set for your child, including;*
  - > When it was set
  - > When it is due
  - > Whether it is overdue



- 3) Select on the piece of work you wish to view to open it.

This will then allow you to see all the information for that homework.

To submit a piece of work please scroll to the bottom and select the Submissions button.

You can also check the work off as completed.

To check what homework to expect for your child along with the homework timetable click here: [Homework](#)

