



**Absence Reporting** This section will allow you to notify the school of any upcoming absences. Select the date and time, the reason why, add any attachments (e.g. medical notes) and select 'Send' to send a message to the Attendance Officer.



**Messages** The message section allows you to read any messages sent from school staff. At present you will be unable to reply directly to a received message or send a NEW MESSAGE to a member of staff. Please continue to communicate with school through the normal channels by emailing [info@braytonacademy.org.uk](mailto:info@braytonacademy.org.uk) or by telephoning us on 01757 707731.



**Exams** This section contains detailed information about your child's exams, including the times, dates, exam name and location.



**Update Information** This section shows the current data we store on you and your child/children. Changes can be made by adding a new address/telephone number/email address and clicking the green 'Save' button. When information is updated in Edulink, this will be checked and approved by the office team. You are only able to update your own information, not the details of other contacts.



**Timetable** This section allows you to view your child's timetable, including the lesson times and teachers.



**School Links** This section contains links to useful resources.



**Documents/Reports** This section displays all your child's reports. Historical reports will also be stored and will be available for you to download as a PDF.



**Attendance** in this section, you can view your child's attendance.



**Parents' Evening** When an event is live, you will be notified via the app and can log in to book appointments for your child. More information will follow about this link once it is live.