PARENTAL COMMUNICATION – Thursday 21 April 2022

WHOLE SCHOOL	**RUTLISH APP**
	We have now moved our communication to the Rutlish App. Please ensure that you download the app by following the instructions below and using the enrolment code which was emailed to you on 25th March 2022. **Please contact the school should you require a new enrolment code.**
	The company who developed the system, Weduc, have produced a video for parents/carers to help them navigate around the Rutlish App, App Overview for Parents Once you have downloaded the app you will find this guide as well as other guides in 'the Hub', one of the links within the Rutlish App.

- **Student Absences** - should now be reported via the App
- **Student termly reports** – you will be notified when your child's report is available to view on the App.

How to download the Rutlish App:

Instructions for Android/ iPhone devices:	**Instructions for other web enabled devices:**
- **Step 1**: Download the Rutlish App onto your phone/tablet via your relevant App Store (just search Rutlish School) - **Step 2**: Once downloaded, open the app and click on the '**Enrol'** link at the bottom of the login screen. - **Step 3**: Enter your unique enrolment code listed below and follow the in-app, step by step instructions to complete your registration.	- **Step 1**: On an internet enabled device type the following enrolment link in your web brower: https://app.weduc.co.uk/main/enrol/index - **Step 2**: Enter the unique enrolment code listed below and click '**Enrol'** - **Step 3**: Enter your email address and mobile phone number, then click '**Confirm'**. - **Step 4** – An activation email will be sent to your registered email address. Follow the instructions within this email to activate your account and set your password. - **Step 5**: Log on to Weduc using your newly created login details.

If you have any queries or problems please contact support@weduc.com or you can email the school via RutlishAppSupport@rutlish.merton.sch.uk.

Rutlish School App
Education

When reporting absences via the Rutlish App please ensure that you are on the correct page:

HOW TO REPORT YOUR CHILD'S ABSENCE USING RUTLISH APP.
1. Open the Rutlish App or sign into your desk top version this link
2. Click on the Parent Portal icon.
3. Select the child you wish to report an absence for by clicking on their name next to their photo

4. Select the 'Report Absence' button below your child's name
5. Choose the dates for the absence
6. Add as much information as required to the large box in the centre.
7. Use the attach file (green button) to upload appointment letters / take a photo of relevant documents
8. Click on the send icon to submit the absence.
9. The request will then be seen by our attendance team and once reviewed the status will change to 'processed'.

IF YOU HAVE CHILDREN IN MAIN SCHOOL AND RR6 PLEASE BE AWARE THAT YOU NEED TO FOLLOW THIS PROCEDURE:

When reporting absences via the Rutlish App please ensure that you are on the correct page:
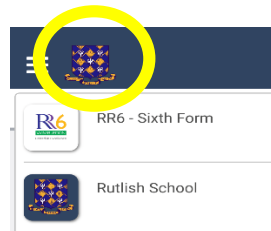
- Click on the badge next to the three lines and choose.
- Please do not report an absence for your child in RR6 when on the Rutlish page and vice versa

Many thanks
School Office

COVID	At the end of last term, new 'Living with Covid' guidance was circulated which came into effect from 1 April. The full guidance is set out here: https://www.gov.uk/government/news/government-sets-out-next-steps-for-living-with-covid?utm_source=01%20April%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk) The key takeaways are as follows: - Children with mild symptoms such as a runny nose, sore throat, or slight cough, but are otherwise well, should continue to attend school as normal. - Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities, when they no longer have a high temperature and they are well enough to attend. - It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional - If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. - Children and young people who usually go to school and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

PTA	**Rutlish PTA** email: rutlishpta@gmail.com Keeping up with the latest PTA news and events is easy, simply follow us on Twitter! You will see their regular updates by following the Friends of Rutlish (@ParentRulish) account. Below is a link for quick access & sign up: https://twitter.com/ParentRutlish?t=IumBedYttYMStYVB3Dp-8A&s=09