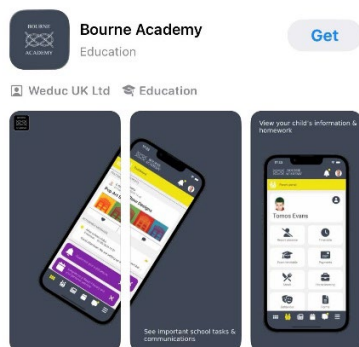


Bourne Academy Parent App Guide

Initial invite to app

The email addresses the login details will be sent from is noreply@weduc.co.uk which will contain the app download links for IOS and Android Store.



This will take you at the app store – the app will be a picture of the school's logo as per the below.

On signing up with your email address and phone number, you will receive an email with an 'Enrolment code'. Please use this enrolment code and enter it into the Bourne Academy app.

Update your details

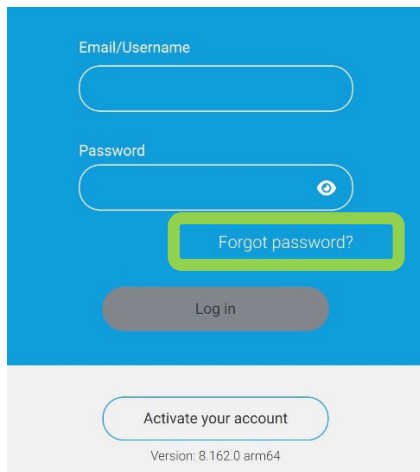
Please update your details within the app to ensure these are correct. Please follow the below steps to ensure complete this:

- 1) Log in to the Bourne Academy app.
- 2) Tap the user menu icon. This should contain the first letter of your name.
- 3) Tap the user profile icon.
- 4) Tap the edit icon.
- 5) Tap the field you wish to alter and type in the new information.
- 6) Tap the Save icon.

How to reset password

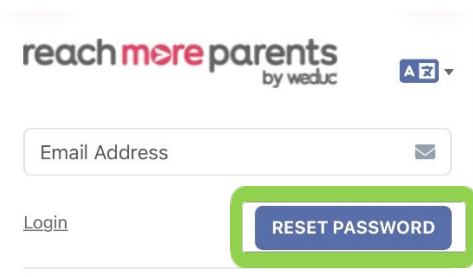
Please follow the steps below to reset your password if you have forgotten it.

- 1) Open the Reach More Parents app and tap 'Forgot Password?'



The screenshot shows the login interface of the Reach More Parents app. It has a blue background. At the top, there's a label 'Email/Username' above a text input field. Below that is a 'Password' label above another text input field with an eye icon for toggling visibility. A 'Forgot password?' link is located below the password field and is highlighted with a green rectangular box. Below the link is a 'Log in' button. At the bottom, there's an 'Activate your account' button and a version number 'Version: 8.162.0 arm64'.

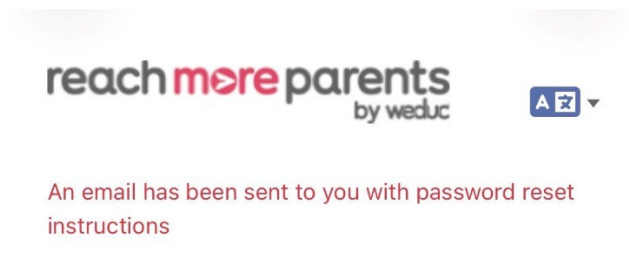
- 2) Enter your email address and tap RESET PASSWORD.



The screenshot shows the 'Forgot Password' screen in the Reach More Parents app. The header includes the 'reach more parents by weduc' logo and a language selector set to 'A Z'. There is an 'Email Address' input field with an envelope icon. Below the input field is a 'Login' link. A 'RESET PASSWORD' button is highlighted with a green rectangular box.

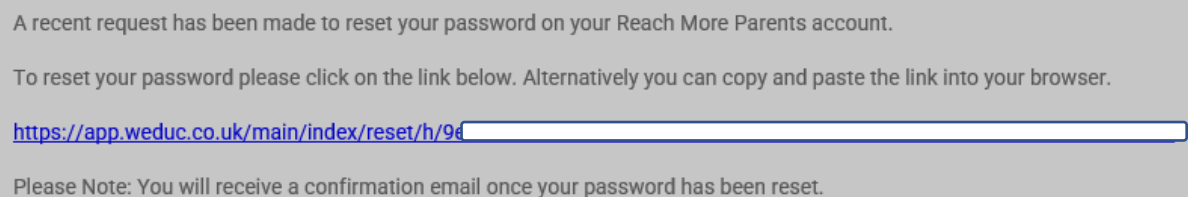
- 3) You will receive a confirmation page which shows you have successfully sent the email to reset

Please note: If the email does not appear in your inbox, check your junk or spam folders.



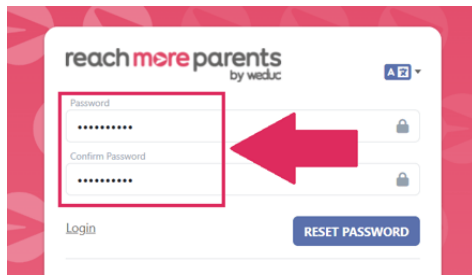
The screenshot shows a confirmation page in the Reach More Parents app. It features the 'reach more parents by weduc' logo and a language selector. A message in red text states: 'An email has been sent to you with password reset instructions'. Below the message is a horizontal line.

- 3) Open your 'password reset' email and click the link.

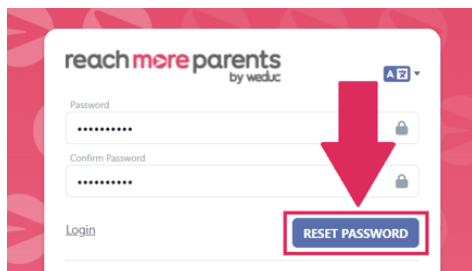


The screenshot shows an email confirmation for a password reset. The text reads: 'A recent request has been made to reset your password on your Reach More Parents account. To reset your password please click on the link below. Alternatively you can copy and paste the link into your browser.' Below this is a blue hyperlink: <https://app.weduc.co.uk/main/index/reset/h/96>. At the bottom, it says: 'Please Note: You will receive a confirmation email once your password has been reset.'

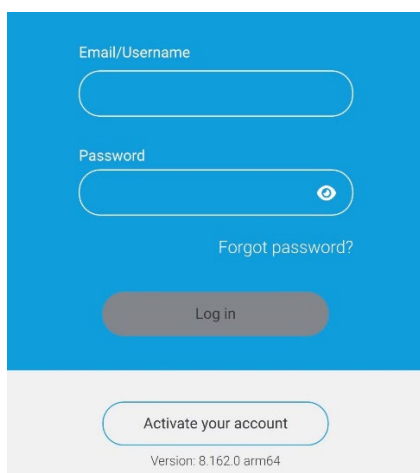
4) Enter your new password in both the 'Password' and 'Confirm Password' fields, ensuring both passwords match.



5) Tap RESET PASSWORD.



6) Open the app and enter your username and new password. Tap Log in.

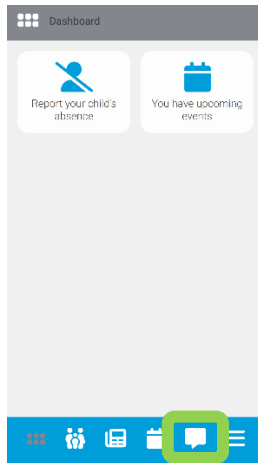


7) You should now be able to log into to your ReachMoreParents app.

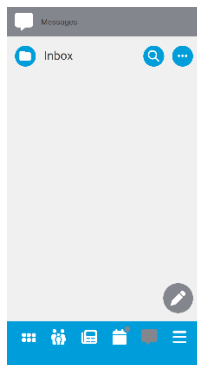
How to message the school

To message the school regarding any queries not absence related please follow the steps below.

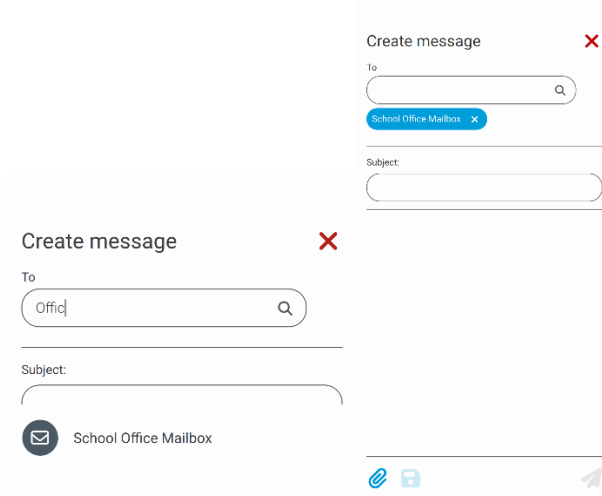
- 1) Log in to the app
- 2) Click on the Messages icon at the bottom of the page



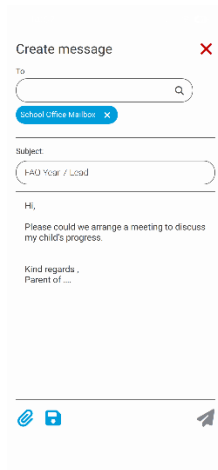
- 3) Click the Pencil icon in the bottom right-hand corner to compose a new message



- 4) Search for Office in the search box as per below and select School Office Mailbox



5) Fill in the remaining details and compose message, then press the send button icon.

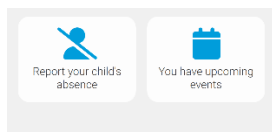


Report my child absence

To report your child as absent please follow the below steps – this will need to be complete for each day which the student is absent. Please give as much details as possible for the absence reason.

1) Log in to the app

2) Tap Report your child's absence



3) Enter the reason for your child's absence. Add an attachment, if necessary, this can be used to attach a doctor's note.



4) Press Send

