



The Academy of Woodlands

Woodlands Road, Gillingham

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www.theacademyofwoodlands.co.uk

Head of School: Mrs C Brown
Executive Headteacher: Mrs E Poad

5th January, 2026

Dear Parents/ Carers,

As part of the school's on-going endeavours to streamline communications onto one platform, we are pleased to inform you that **from Term 3 (commencing 5th January 2026)** we will commence using **Arbor** for parents to report pupil absence and move away from Studybugs. For clarity, **this will ONLY be used to report absence** and not for any other general communications to the school for now.

On each day that your child is absent, please use your Arbor account (either via the App or the website) to inform us of the reason, so that we can ensure our registers are completed with the correct information. For safeguarding purposes, we ask that parents keep us informed on a **daily basis** of any absence, even if your child has had diarrhoea or vomiting, so that we have a clear idea of when they should return to school following our 48 hour absence policy.

Please note that there is no facility to send attachments on this platform, so please continue to use the School Office e-mail address to send these in to us.

On the App, click on your **child's profile**, select **quick actions (bottom left of screen - 3 lines)**, then choose **attendance**, **log absence** and **input the details of absence**.

Yours sincerely

Mrs Brown
Head of School
The Academy of Woodlands

Tel: 0300 065 8200

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