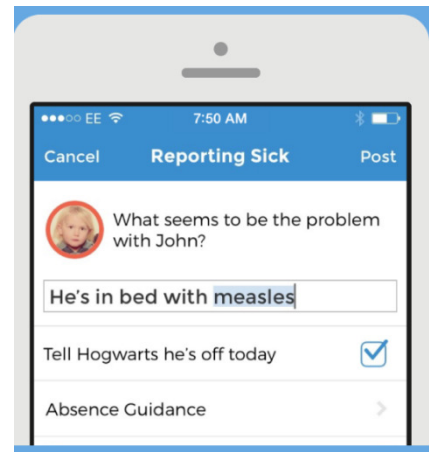




The Burgess Hill Academy has now signed up to Studybugs.

A better, safer way to report when your child is sick and/or off school for medical appointments etc.



Parents and Carers Guide to Study Bugs

First you'll need to download the Studybugs app via the AppStore, Google Play or Microsoft.

You can also register online to use via your web browser, go to <https://studybugs.com>



It is very straightforward to use, but below there are few guidelines if you get stuck.

If you wish to use the Studybugs app or online, you will need to register yourself as a parent/ carer using your own personal details.

To send and receive messages you will need to add your child and what school they are attending. If you start typing The Burgess Hill Academy it will search as you are typing, so it is easy to find the school you require.

Continue by adding another child or pressing the tick at the top of the screen to finish.

You will be directed to the Studybugs Inbox page, which is where, messages to and from the Academy will appear regarding absence.

To report absence due to illness click on the plus sign in the bottom right hand corner.

Then you have two options 'report absence due to illness' or 'send other message'.

Complete the reason for absence and to report this to The Burgess Hill Academy enter a tick where indicated, then press post.

If you are letting us know of a medical appointment please use the 'send other message' option.

Any message will then be sent to us and a confirmation of the message sent will also appear in your inbox/email.