



## Upper Hutt College

# ABSENCES & PARENT COMMUNICATIONS

If your child is not going to be at school, either because of illness or for any other reason, you need to contact the school as early as possible.

This can be done either by phoning the office on 04 527 8749, using the school texting/email system or using the UHC app (see below).

**To send the text message: text to 3255 starting the message with “uhcol” then a space, then the message you wish to send. You will automatically receive an acknowledgement.**

**To email, please send to: [absences@upperhutt.school.nz](mailto:absences@upperhutt.school.nz)**

If your child is marked absent without explanation you will receive an automated text/email with the message.

*“..... is absent from class. Please reply yes and a reason for an explained absence, otherwise reply no. Thanks”.* You need to reply to this.

These texts are sent periodically during the day. (This may also happen after school has closed for the day, depending on when the rolls are processed).

If your child is away because of illness for 3 or more days, the school may require a medical certificate.

### **SchoolAppsNZ**

The app, which is available for both Apple & Android phones, is used to notify the school of absences and access information about the college. The App can be downloaded from Google Play Store or Apple App Store.

### **KAMAR Portal:**

The college website ([www.upperhutt.school.nz](http://www.upperhutt.school.nz)) has a portal into our student management system, KAMAR. On the home page there are tabs for the KAMAR Portal at both the top and bottom of the page which allow you to log on. Your user name & password are included on your child's option selection letter. The portal gives you access to notices, timetable, attendance data, results and other details about your child.

**NB: Any change in contact details need to be notified to the school as soon as possible.**