Parent Guide for St Mary's RC High School

If you have any issues using Edulink One please contact the school on: EdulinkApp@st-maryshigh.hereford.sch.uk

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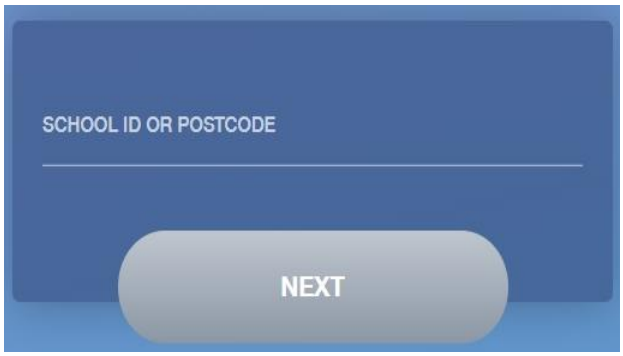
A Parent's Guide to Getting Started with "Edulink One"

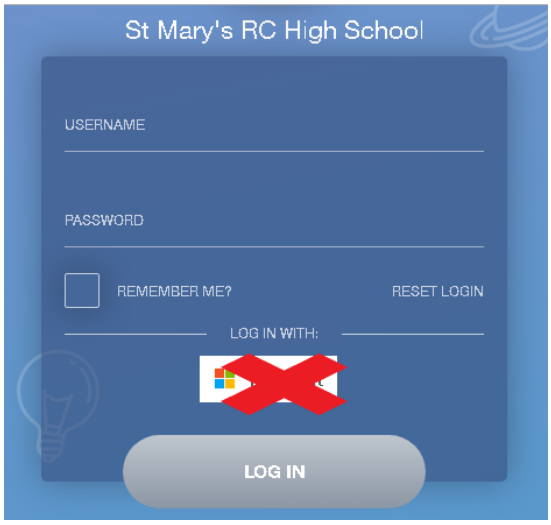
There are two ways to access Edulink One: through a web browser like Google Chrome or through an app you can download onto your mobile device. The Edulink One app is available for iOS and Android devices.

Web Browser Instructions

To start, go to https://www.edulinkone.com/ and input the school's ID code. This was emailed to you when your account was created. Or if you have already signed in you can use your school's direct link https://www.edulinkone.com/#!/login?code=YYYY inputting the school's ID code in place of YYYY.

If you do not have a direct link, you will need to enter the **School ID** or **Postcode** and press **Next**. **If you forget your username or password, please contact the school.**





Enter your **Username** and **Password** that the school has sent to you. Please ignore the Microsoft link – you will need to login using the username and password boxes.

If you have not received an email with your login details, please contact the school to resolve this issue.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

Downloading and Using the App

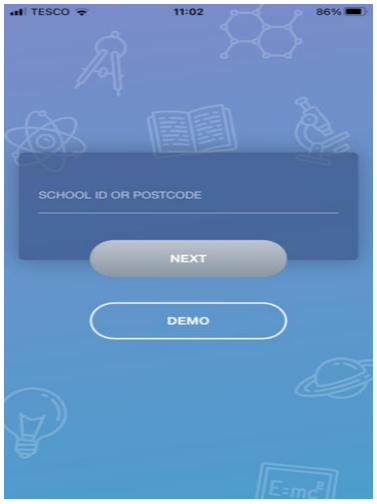
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

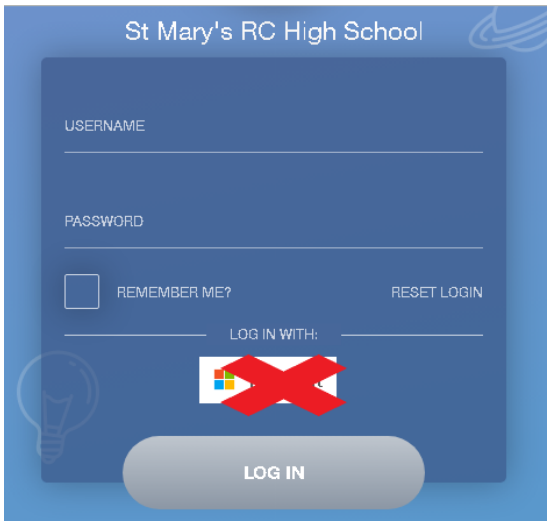
Apple App Store

https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4

Android Google Play

https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en





If you are using the mobile app you will see the screen to the left. You must input the **School ID** or **Postcode** and click the **Next** button to continue. The school's ID was emailed to you when your account was created.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details the school has sent you. Please ignore the Microsoft link – you will need to login using the username and password boxes.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

If you forget your username or password, please contact the school.

Main Screen

Once logged in, you will see the main screen in Edulink One. The information held in your account relates to your child/children. You will be able to navigate through the different sections of Edulink One by clicking on the icons, e.g. to view your child's attendance, click the **Attendance** icon.

Please see an example of the main screen below.

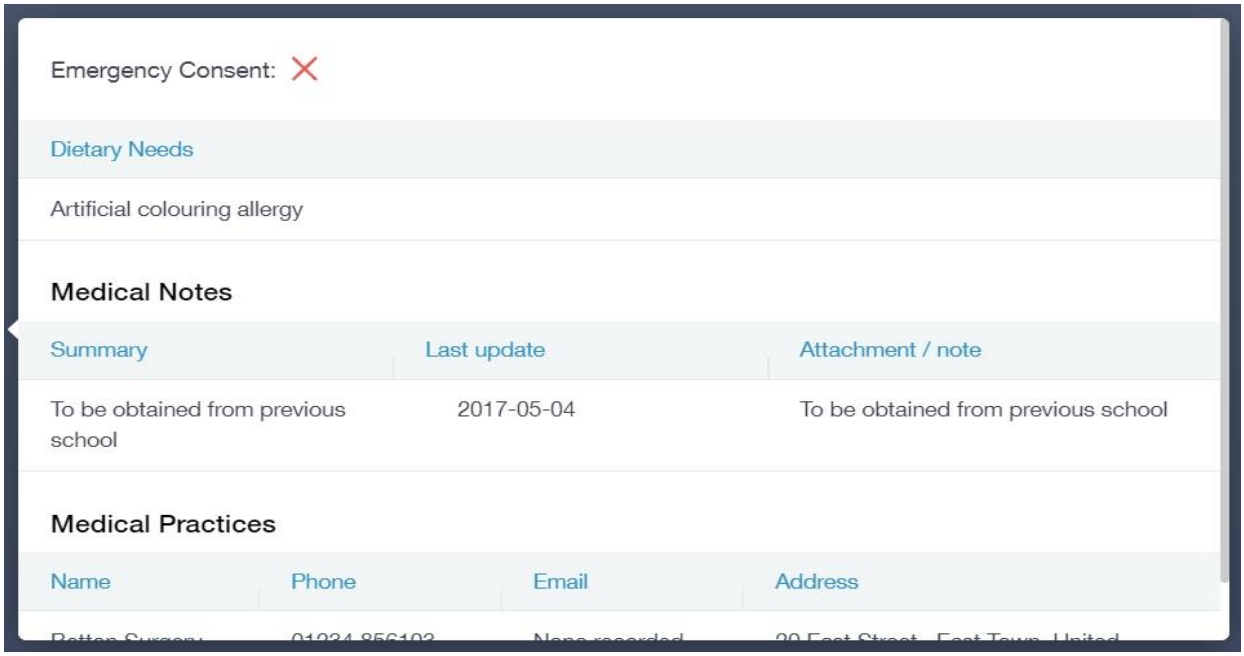
If you have more than one student in school, it's easy to switch between each one. Just select which child you would like to view in the top right-hand corner. If you can't see all your children that attend the same school, please contact your school.

This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

The **messages** button will let you know if you have any unread messages from the school.

Medical Info

This section contains medical information that you have supplied to the school regarding your child. Details on medical conditions, medical notes and medical practices can all be viewed here. Care plans and other attachments can be downloaded in PDF format.



Emergency Consent: ✕

Dietary Needs
Artificial colouring allergy

Medical Notes

Summary	Last update	Attachment / note
To be obtained from previous school	2017-05-04	To be obtained from previous school

Medical Practices

Name	Phone	Email	Address
Batten Surgery	01234 856103	None recorded	20 East Street, East Town, United

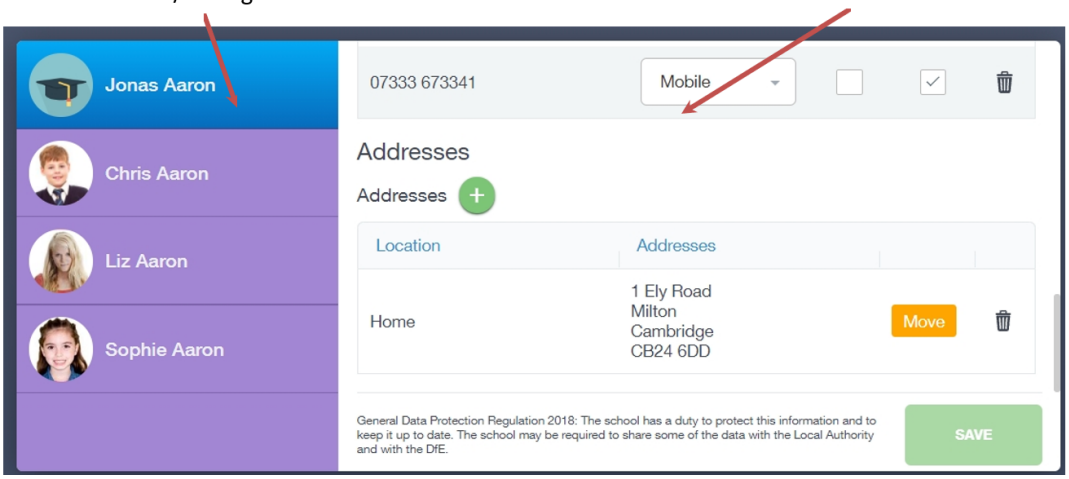
Update Information

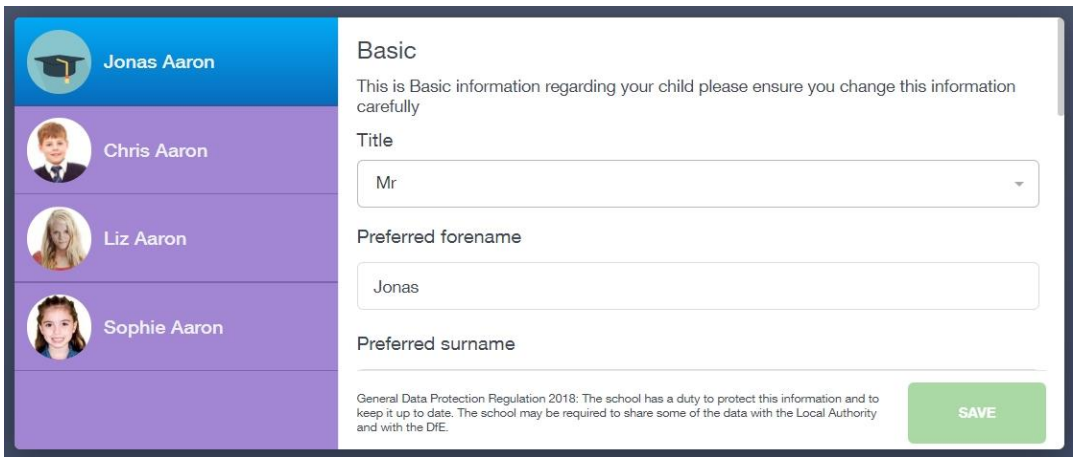
This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, which can be updated at any time during the year (moving house, change of email address etc). When updated information is submitted through Edulink One, it will be picked up by the school office, and then checked and approved.

This side allows you to select whose details you want to check / change.

This side allows you to read and edit the current contact information for the selected person.

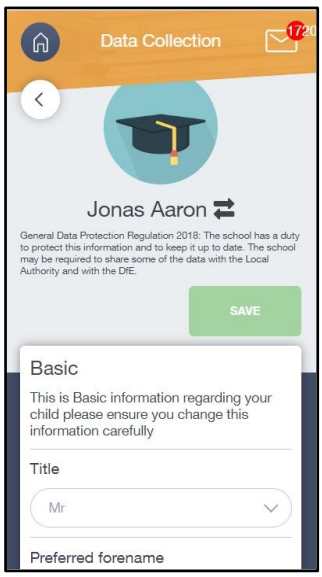




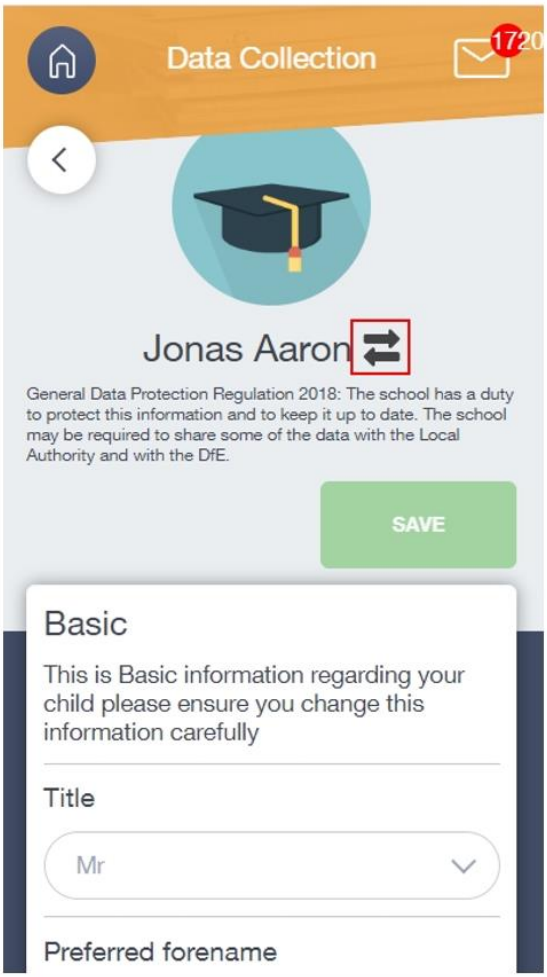
Please Note:

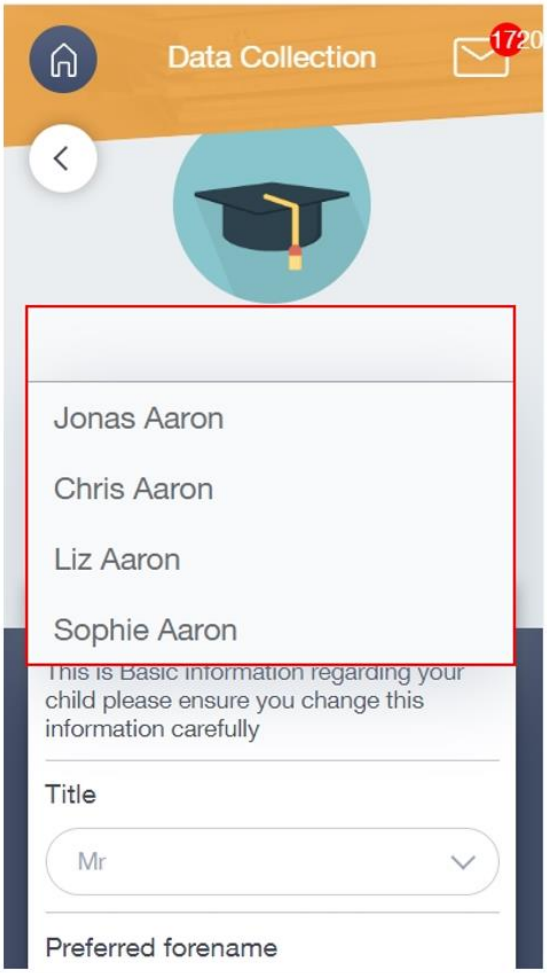
1. Only parents living at the same address as the pupil can view a student's home address.
2. Although parents can view all the contacts recorded on a pupil's file, you will only be able to view and update your own contact information.

To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.



To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.





Links

This section contains links to resources for students, as well as some useful links specifically for parents.

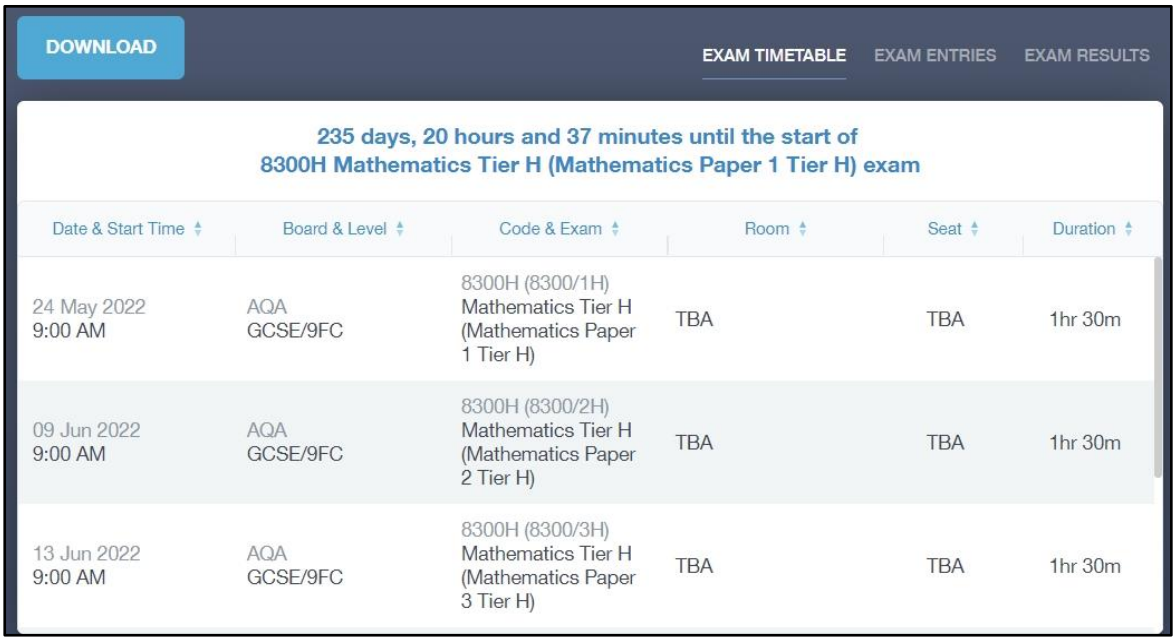
St Mary's RC High School Website	St Mary's Newsletter	Herefordshire Council - School Closures	Accelerated Reader
BBC Bitesize	Kerboodle	MathsWatch	Seneca Learning
Archdiocese of Cardiff	CAFOD		

Exams

If your child is in Year 11, the exams section contains detailed information about upcoming exams that your child will be sitting.

It includes a downloadable **Exam Timetable** for you to print or save, along with the exam name and location.

Exam Timetable



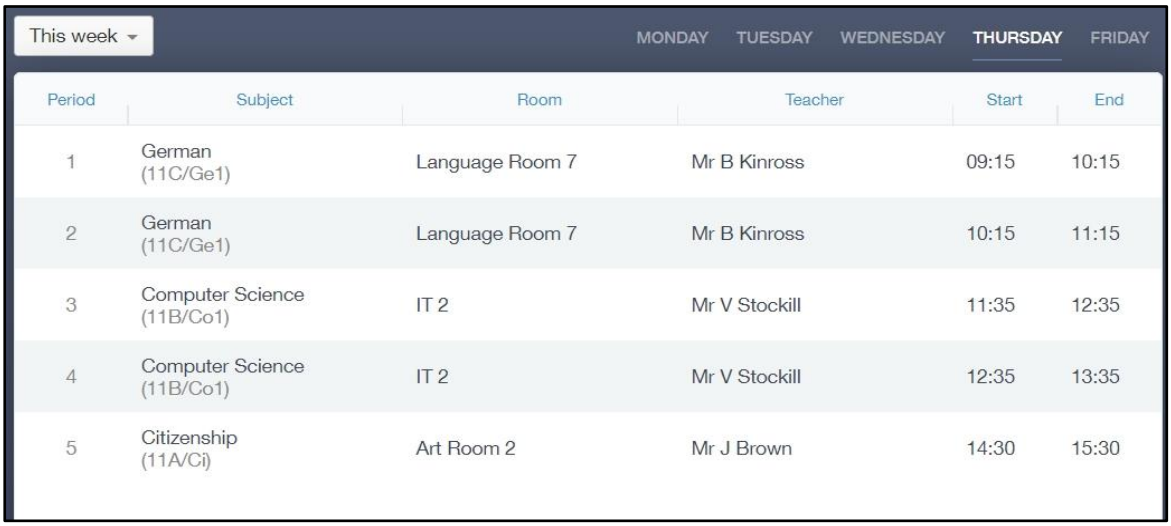
Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
24 May 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/1H) Mathematics Tier H (Mathematics Paper 1 Tier H)	TBA	TBA	1hr 30m
09 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/2H) Mathematics Tier H (Mathematics Paper 2 Tier H)	TBA	TBA	1hr 30m
13 Jun 2022 9:00 AM	AQA GCSE/9FC	8300H (8300/3H) Mathematics Tier H (Mathematics Paper 3 Tier H)	TBA	TBA	1hr 30m

Exam Entries

Season	Board & Level	Code & Exam
June (Summer) Exams 2022	AQA GCSE/9DA	8464H Combined Sci: Trilogy Tier H
June (Summer) Exams 2022	AQA GCSE/9FC	8100 Citizenship Studies
June (Summer) Exams 2022	AQA GCSE/9FC	8520 Computer Science
June (Summer) Exams 2022	AQA GCSE/9FC	8700 English Language
June (Summer) Exams 2022	AQA GCSE/9FC	8300H Mathematics Tier H
June (Summer) Exams 2022	OCR GCSE/9FC	J536A Music-OCR Repository

Timetable

This section allows you to view your child's school timetable. This shows you information on what lessons your child has each day and who the teachers are for those lessons.



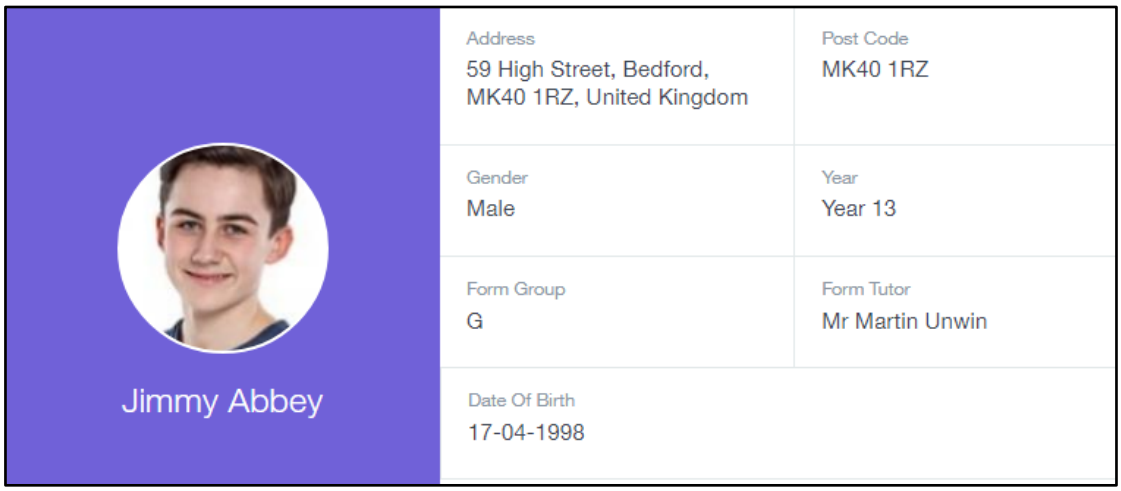
This week

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

Period	Subject	Room	Teacher	Start	End
1	German (11C/Ge1)	Language Room 7	Mr B Kinross	09:15	10:15
2	German (11C/Ge1)	Language Room 7	Mr B Kinross	10:15	11:15
3	Computer Science (11B/Co1)	IT 2	Mr V Stockill	11:35	12:35
4	Computer Science (11B/Co1)	IT 2	Mr V Stockill	12:35	13:35
5	Citizenship (11A/Ci)	Art Room 2	Mr J Brown	14:30	15:30

Account Info

Here you can view the current address details the school has on file for your child. You will only be able to see the home address if you share the same address as your child. Other information on your child's year group, house and tutor are also available.



Jimmy Abbey

Address
59 High Street, Bedford, MK40 1RZ, United Kingdom

Post Code
MK40 1RZ

Gender
Male

Year
Year 13

Form Group
G

Form Tutor
Mr Martin Unwin

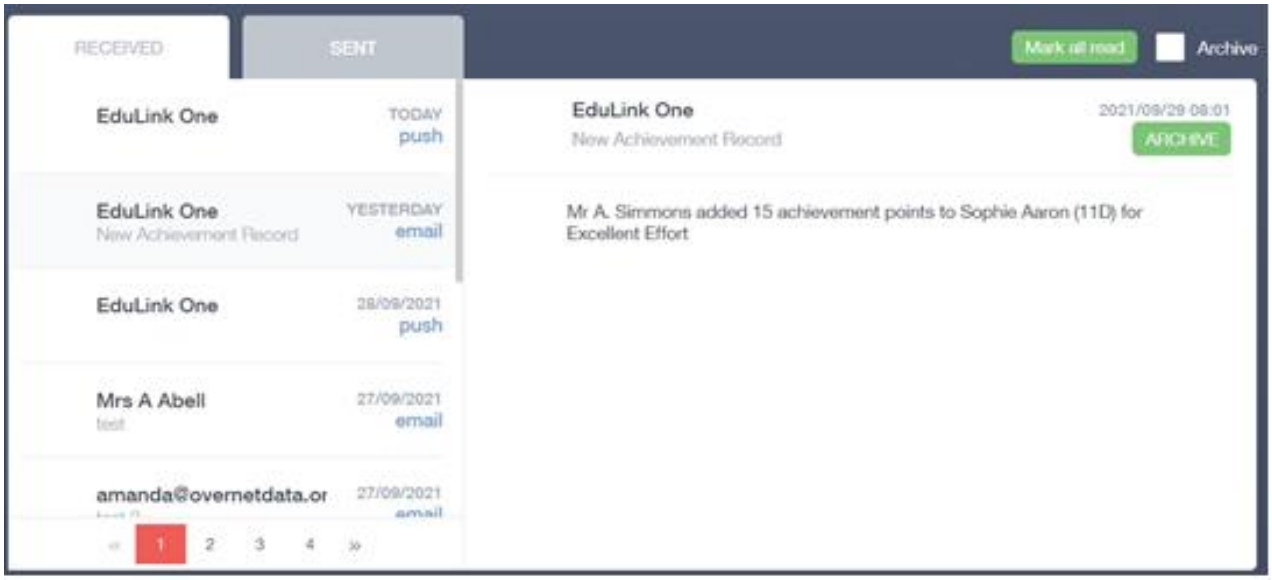
Date Of Birth
17-04-1998

NB: Only parents living at the same address as the pupil can view a student's home address.

Messages

The message button can be found in the bottom right of the screen. Here you can read messages that have been sent through to you from staff at the school.

In the example below, the received tab is where any messages sent to you from the school will be. You will be able to read your messages here.



Message may be sent to your by teachers, support staff or member of the school admin team.

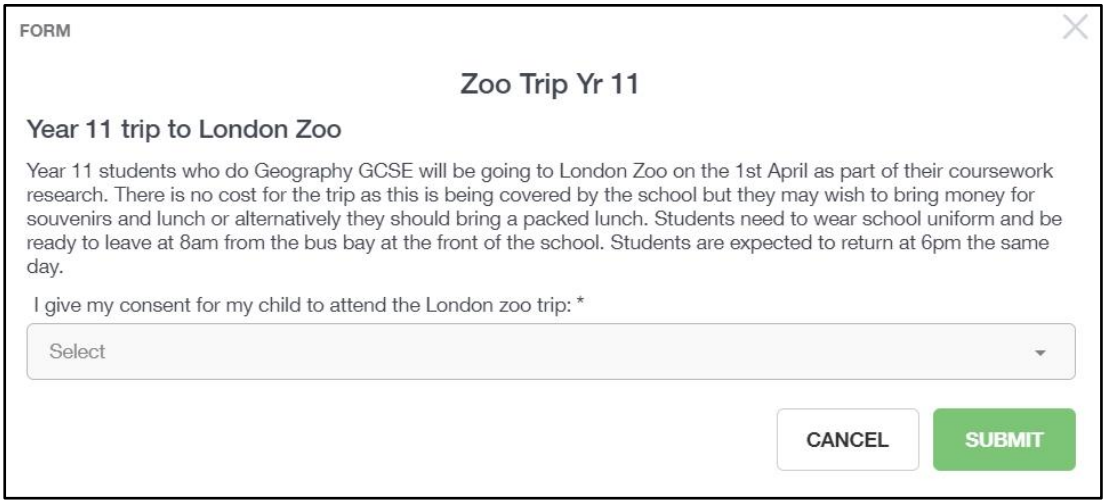
Forms

You can fill out a form sent by the school in the Forms icon. School may send out forms for many reasons: school trips, meal selection, permission forms etc.

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a form to fill it out.

Form Name	Child	Due Date	Completed
safe guarding policy	Child 1 Demo	11/11/2018 11:10	✗
homework policy	Child 2 Demo	11/11/2018 11:10	✓

A new window opens where you can read the details regarding the form and make any necessary selections or comments.



FORM

Zoo Trip Yr 11

Year 11 trip to London Zoo

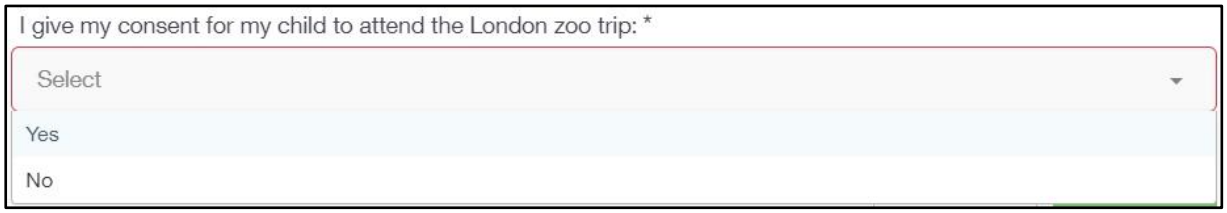
Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

I give my consent for my child to attend the London zoo trip: *

Select

CANCEL SUBMIT

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.



I give my consent for my child to attend the London zoo trip: *

Select

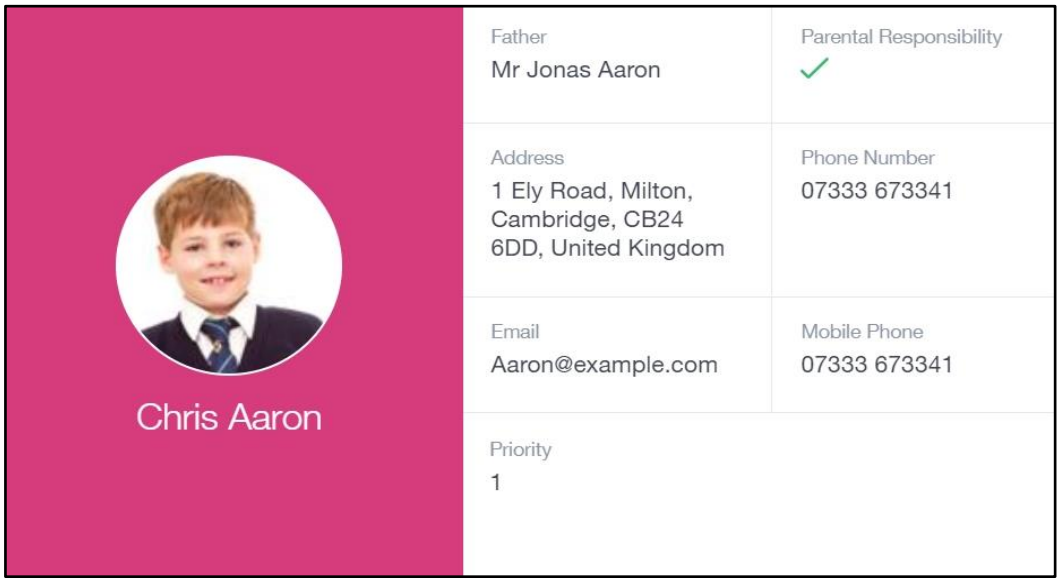
Yes

No

Contacts

This section contains your own contact information. Details on telephone and mobile numbers, email, address, and parental responsibility can be viewed here.

If you notice any out-of-date details, you can update them in the Update Information area.

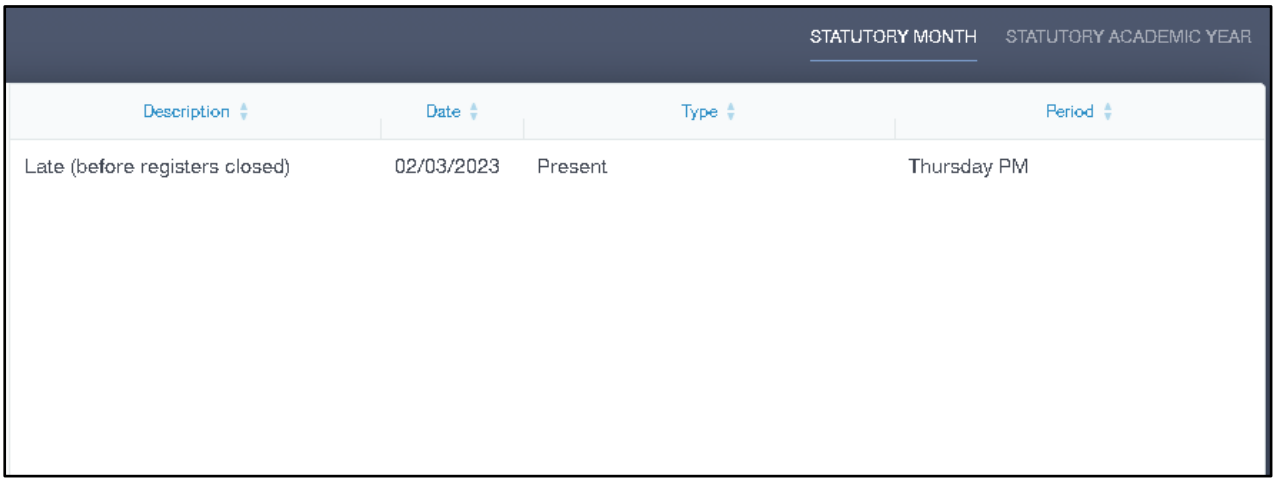


Please Note:

1. Only parents living at the same address as the pupil can view a student's home address.
2. Although parents can view all the contacts recorded on a pupil's file, you will only be able to view and update your own contact information.

Attendance

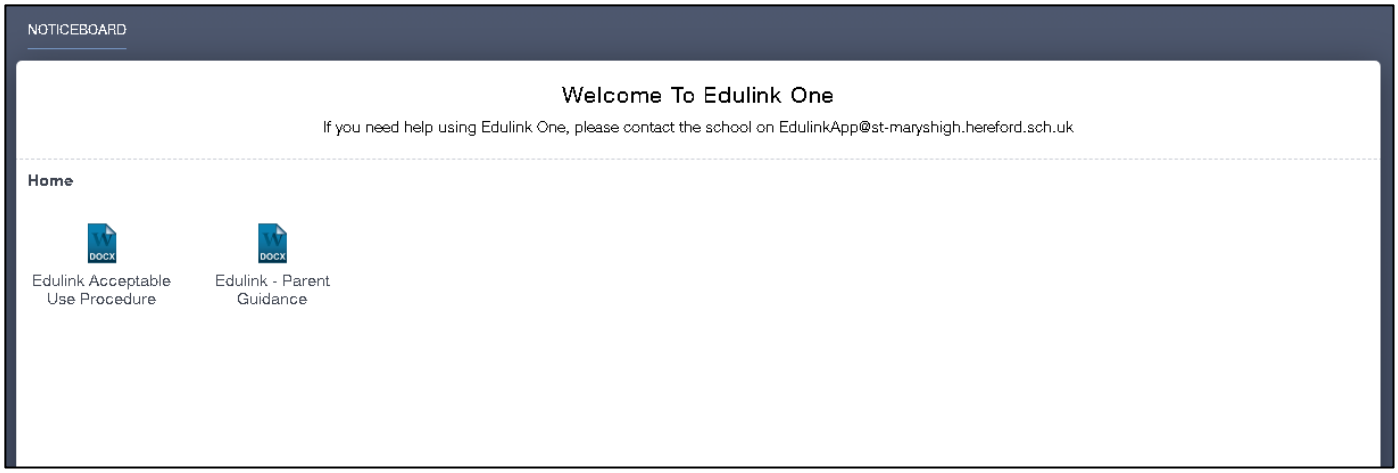
The attendance area lets you see the statutory attendance information recorded for your child for the month and the academic year.



Noticeboard

The noticeboard is where parents can see news and announcements from the school. School will upload newsletters, documents and other useful information.

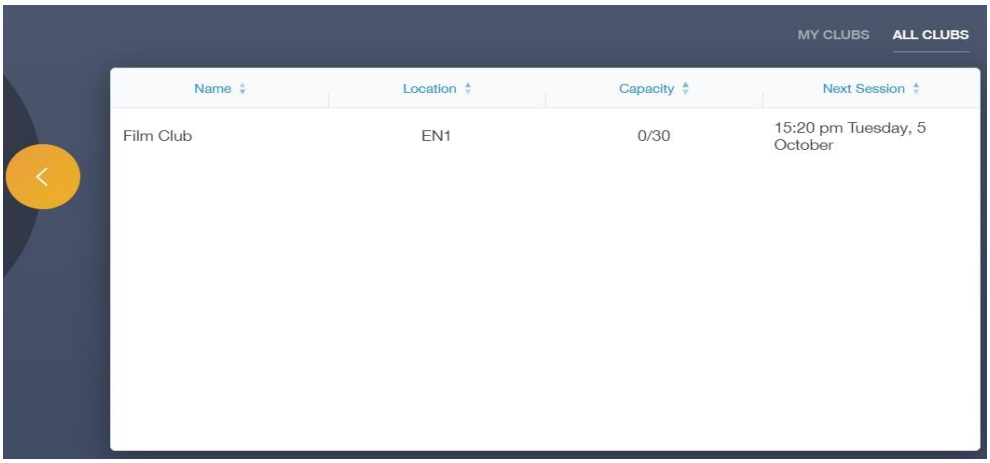
There is also a banner section at the top that displays important announcements, such as advanced notices of school performances etc.



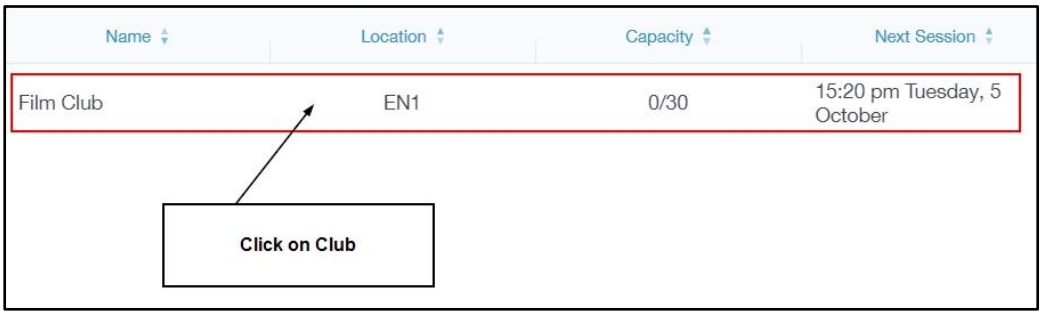
After School Clubs & Revision Sessions

Parents can use this area to see what extracurricular sessions are available to their child. For any invitation only clubs, parents will see these under the **My Clubs** tab.

Please note some revision sessions/clubs may only be available to your child by invitation from a member of staff.

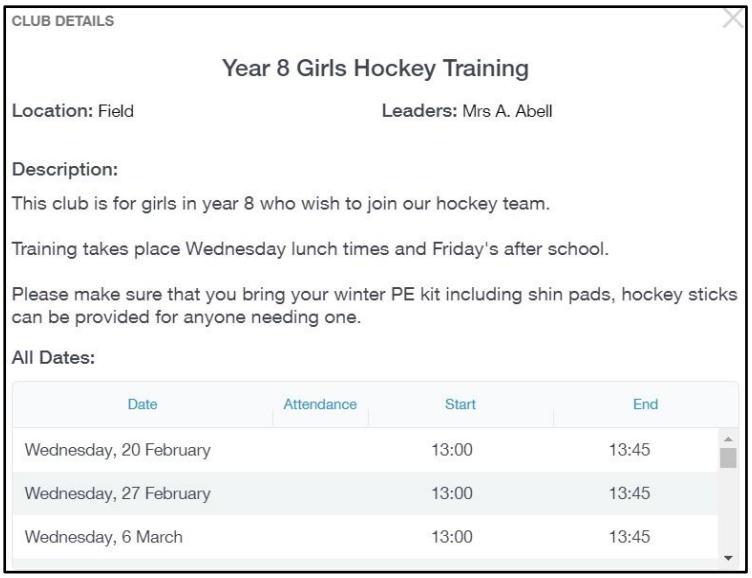


To accept an invitation to a revision session/club in the **All Clubs** tab.



Once you have clicked on the club, a new window opens where you can read about the session/club.

Parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.


CLUB DETAILS

Year 8 Girls Hockey Training

Location: Field **Leaders:** Mrs A. Abell

Description:

This club is for girls in year 8 who wish to join our hockey team.

Training takes place Wednesday lunch times and Friday's after school.

Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

Date	Attendance	Start	End
Wednesday, 20 February		13:00	13:45
Wednesday, 27 February		13:00	13:45
Wednesday, 6 March		13:00	13:45

If your child has not been joined to a session/club by a teacher (such as revision sessions), you can choose to unbook a club. If the teacher signed your child up, your child will need to attend the club and must ask the teacher to leave the club, e.g. exam is now over so your child no longer needs to attend the revision session. You would need to contact your school's teacher to leave a club the teacher has signed them up to.

Parents can also view a child's attendance at a club. This appears after the event and not during the session of the club.

Date	Attendance	Start	End
Monday, 6 September	✓	17:00	17:30
Friday, 24 September	✓	14:45	15:15