



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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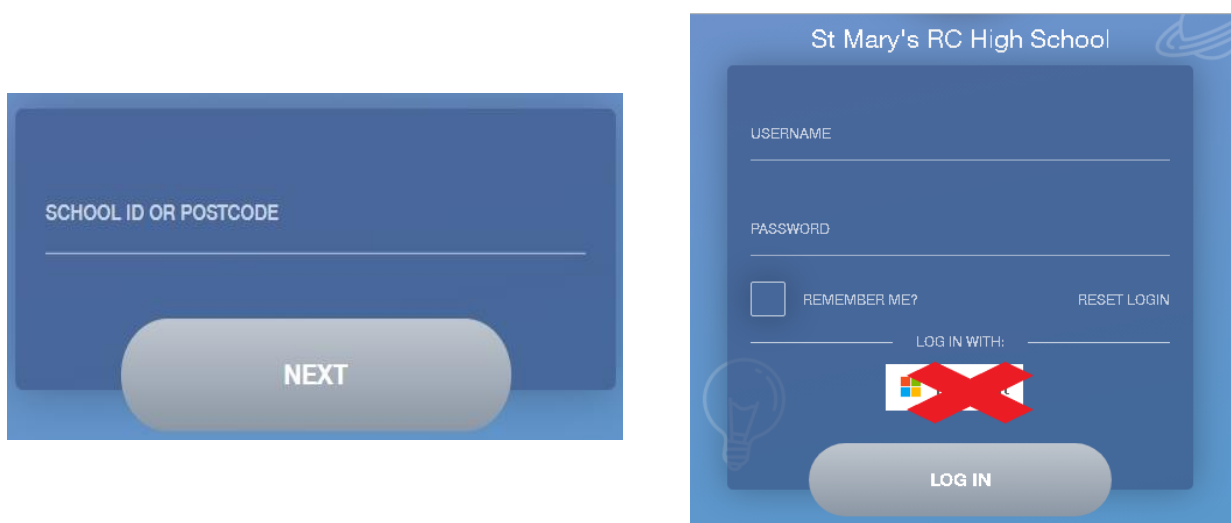
A Parent's Guide to Getting Started with Edulink One

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://www12.edulinkone.com/#!/login?code=smrc>

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

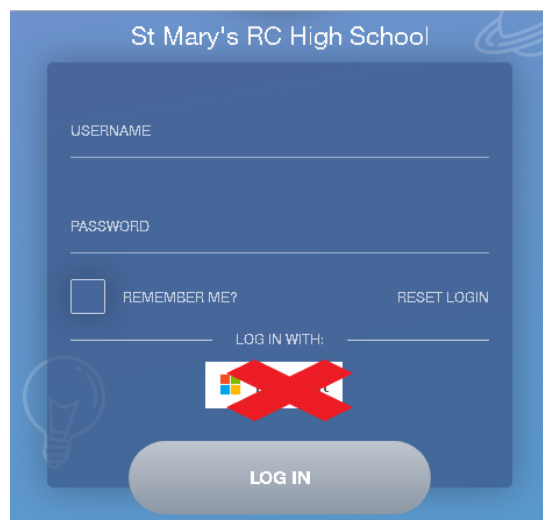
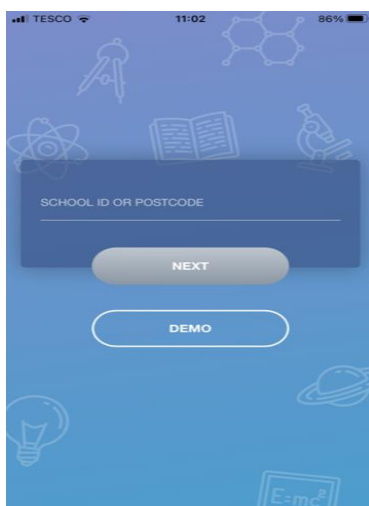
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

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.

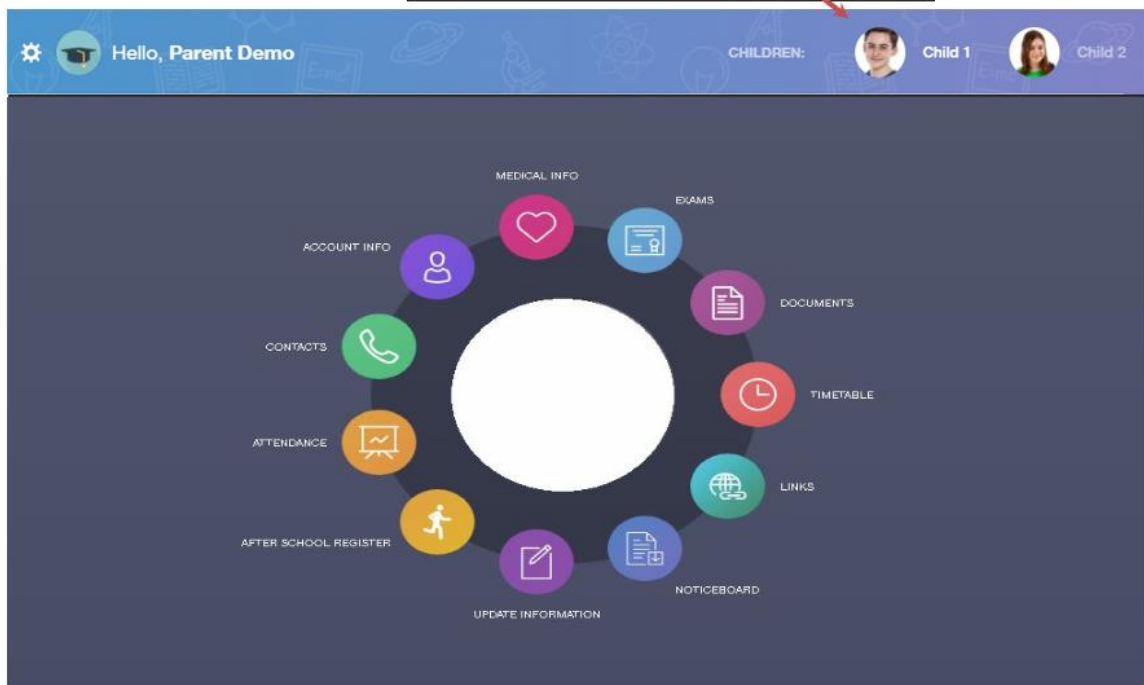
If you forget your username or password, please contact the school.

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
Dutton Surgery	01224 856102	None recorded	20 East Street, East Town, United Kingdom

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.

07333 673341 Mobile

Addresses

Addresses +

Location	Addresses	
Home	1 Ely Road Milton Cambridge CB24 6DD	Move

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title

Preferred forename

Preferred surname

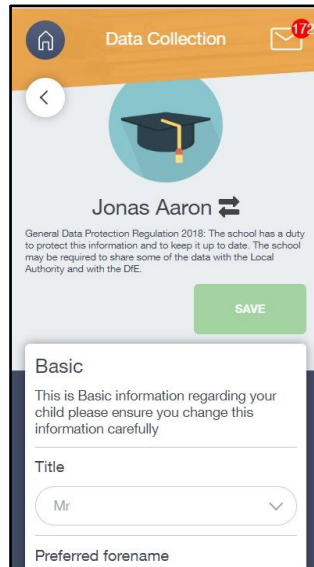
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SAVE

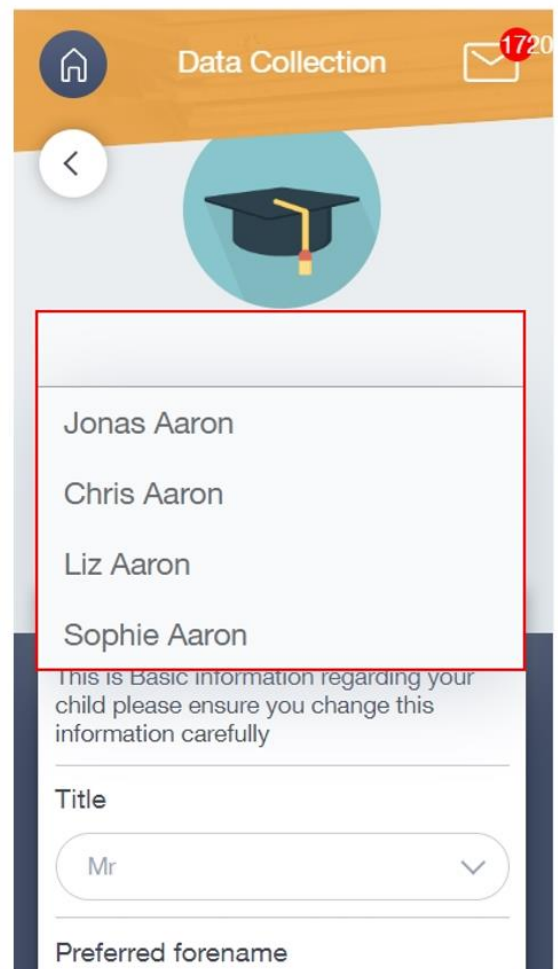
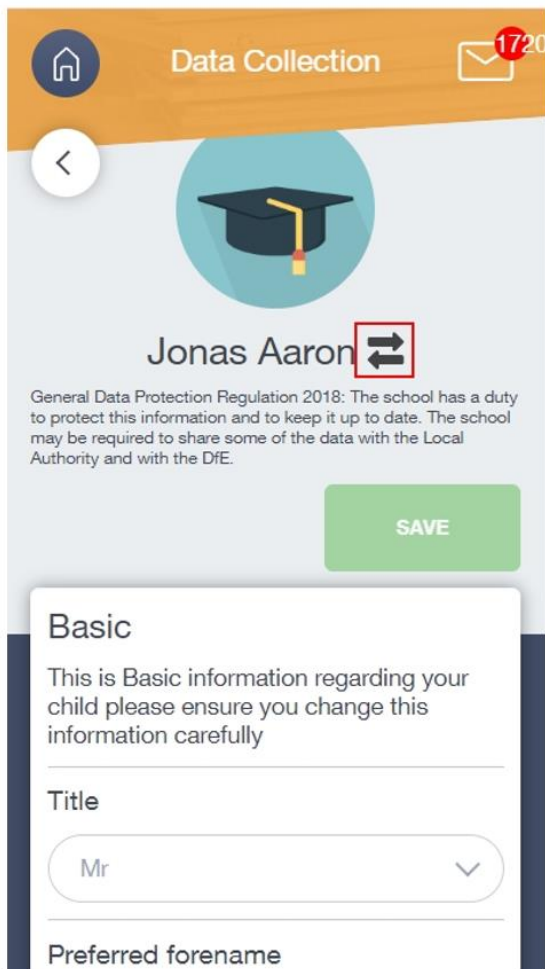
Please Note:

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.





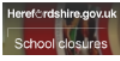







To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.



Links



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

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

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

DOWNLOAD EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS 					
235 days, 20 hours and 37 minutes until the start of 8300H Mathematics Tier H (Mathematics Paper 1 Tier H) exam					
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

EXAM TIMETABLE EXAM ENTRIES EXAM		
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.

<p>Jimmy Abbey</p>	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	

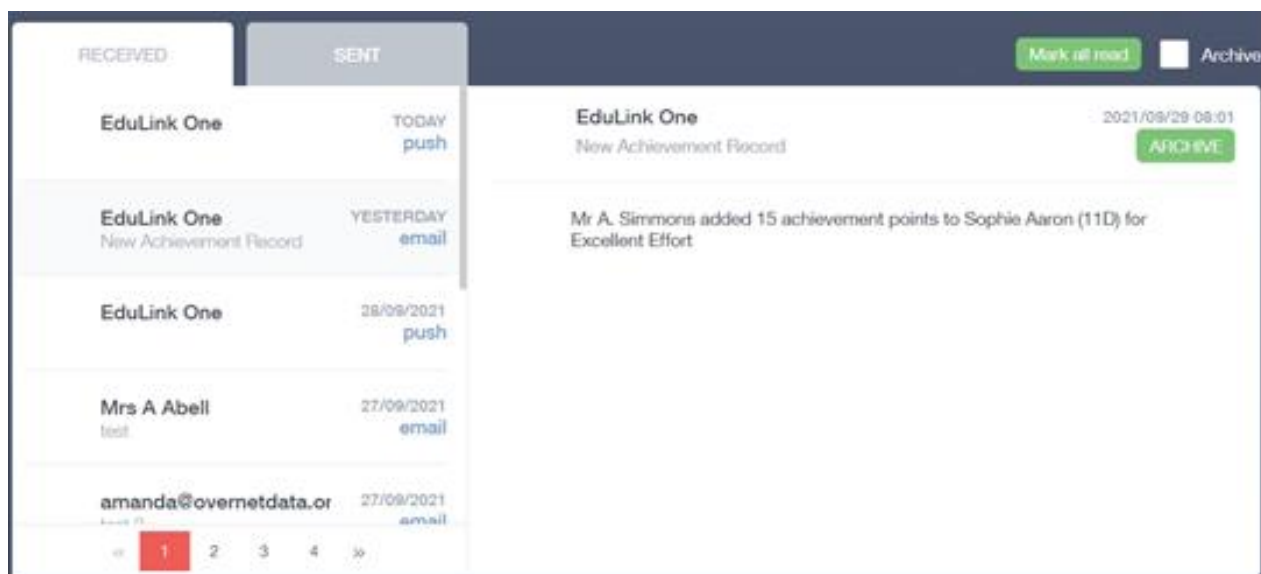
NB: Only parents living at the same address as the pupil can view a student’s home address.

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.

 <p>Chris Aaron</p>	Father Mr Jonas Aaron	Parental Responsibility ✓
	Address 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom	Phone Number 07333 673341
	Email Aaron@example.com	Mobile Phone 07333 673341
	Priority 1	

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.

STATUTORY MONTH STATUTORY ACADEMIC YEAR			
Description	Date	Type	Period
Late (before registers closed)	02/03/2023	Present	Thursday PM

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.

NOTICEBOARD

Welcome To Edulink One

If you need help using Edulink One, please contact the school on EdulinkApp@st-maryshigh.hereford.sch.uk

Home

Edulink Acceptable Use Procedure

Edulink - Parent Guidance

After School Clubs & Revision Sessions

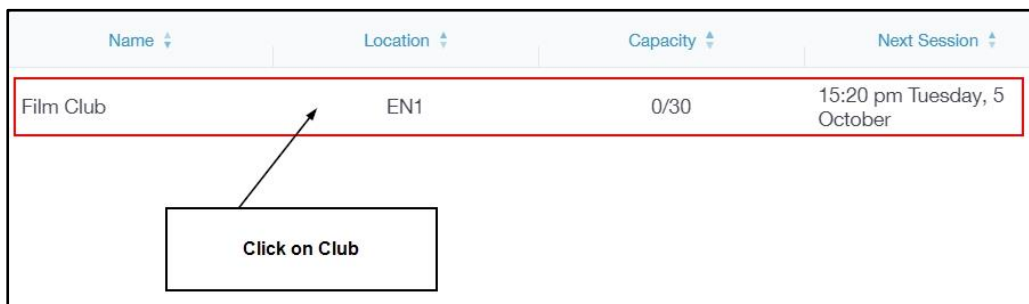


Parents can use this area to see what extracurricular sessions are available to their child. For any invitation only clubs, parents will see these under the **My Clubs** tab.

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:

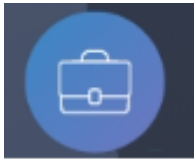
Date	Attendance	Start	End
Wednesday, 20 February		13:00	13:45
Wednesday, 27 February		13:00	13:45
Wednesday, 6 March		13:00	13:45

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

Homework



To access the homework set, parents and learners must log in to the Edulink One app or website, locate the **Homework** icon and click it. (This could be located in the 'More' section.)



Once the **Homework** window opens, there are two tabs visible at the top. The first tab displays all **Current** homework and the second tab displays all the **Past** homework.

Both the **Current tab** and **Past tab** columns outline:

- **Due Date**
- **Name** of the homework
- **Subject and Class**
- **Available** (date)
- **Submission** of homework
- Whether the homework was **Received** by the teacher. Received pieces of homework have a green check in the **Received** column.

CURRENT PAST					
Due Date	Name	Subject & Class	Available	Submission	Received
In 7 days 18/08/2021	test for Nick	Science	09/08/2021 15:25 yesterday	Not submitted	
In 9 days 20/08/2021	Test for the future	Science	07/07/2021 14:50 34 days ago	Not submitted	
In 3185 days 01/05/2030	A future Assignment	edulink class 1	21/07/2021 11:36 20 days ago	Not submitted	

To view further homework details, click on the homework you would like to view. When the parent or learner has finished looking at the homework, they can click the X to shut the window. This is the same for Current and Past homework.

Downloads are also available to view in the **Homework Detail** window. Underneath **'Description'**, if the teacher has included a file or a link, a learner or their parent will be able to click on the file to download the homework, or they will be able to click on the link to open the link in their browser.

HOMWORK DETAIL ✕

lw test
03/08/2021
Science

Set by:
A. Abell

Duration:
60 minutes

Submission type:
Not submitted

Description:
test

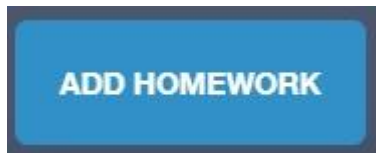
image (1).png

Adding Homework (Learners Only)

Learners can add homework themselves – for instance they may wish to add their own revision tasks.

To add homework to Edulink One, learners must log in to the user interface and click on the **Homework** icon in the main menu.

Then, the learner must add homework by pressing the **Add Homework** button at the top of the Homework window.



Next, the Add Homework window opens. Learners must fill in the **Homework Title**, the **Subject**, and the **Due date** of the homework, using the calendar.

Learners can add details of the homework in the text box adjacent to the homework title. Moreover, they can add links and attachments if required.

To finish adding homework, learners should click the **Add Homework** button at the bottom left of the window.

Marking Your Homework as Complete

Learners should mark their homework as complete when they have completed a homework task set in Edulink One. If the homework is set on Microsoft Teams, once you complete the homework it will automatically be marked as complete in Edulink One.

To mark your work as complete, select the **Homework** icon.



Homework Icon

Next, **click on the homework** you need to mark as complete.

ADD HOMEWORK					CURRENT	PAST
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 6 days 09/11/2022	Electricity in Your Home	Science	03/11/2022 11:05 today	Not submitted	✗	

Click **'Completed'** to mark your homework as complete.

Electricity in Your Home
09/11/2022
Science

Set by:
A. Abell

Duration:
30 minutes

Description:
Answer the following questions:

- How do we generate electricity? Explain the various methods that humans use to generate it.
- How is electricity transferred to our homes? Explain and draw a diagram.
- How do you calculate electrical power?

Completed

The completed homework will turn green. Your teacher will mark if they have received the homework in the **Received** column.

Due Date ↕	Name ↕	Subject & Class ↕	Available ↕	Submission ↕	Completed	Received
In 6 Days 09/11/2022	Electricity in Your Home	Science	03/11/2022 11:05 today	Submitted	✓	

To exit the Homework screen, learners (or parents) need to click the *back arrow* on the **Homework** icon.

