Parent/Carer Guide for University Academy Holbeach

UNIVERSITY ACADEMY
HOLBEACH

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ACADEMY TRUST

Parent/Carer Guide

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

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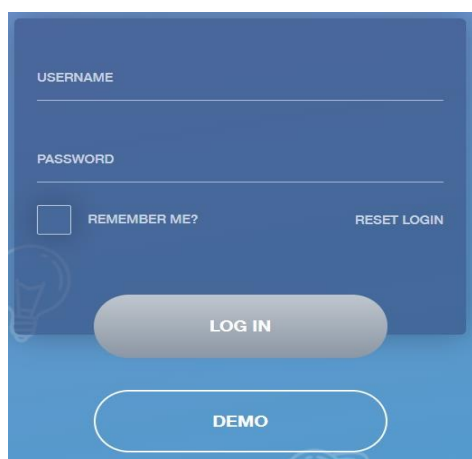
Web Browser Instructions

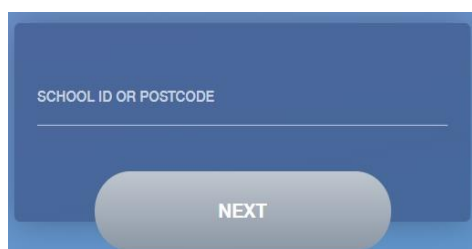This is your school's individual login link if you use a browser to log in.

Start by going to https://www.edulinkone.com/#!/login?code=uah or if you are not using your school's direct link, visit https://www.edulinkone.com/.

After clicking the link this will take you straight to the Edulink One login page for your school.

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

Enter your **Username** and **Password** that the school has sent to you.

If you have not received an email with your login details, please contact your 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.
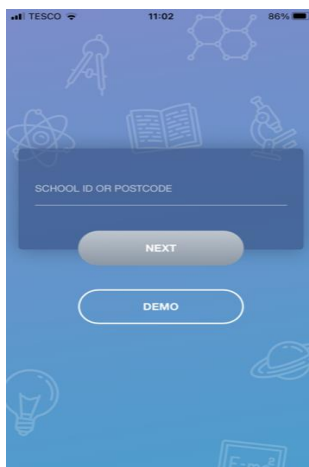
Downloading and Using the App

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 your **School ID** or **Postcode** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you.

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

Parent/Carer Guide
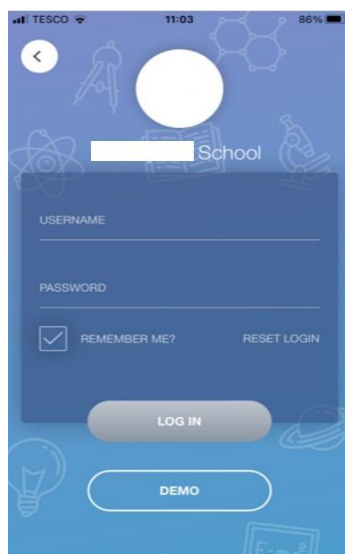
Main Screen

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. The options may vary between schools as not all schools use all Edulink One's functions.

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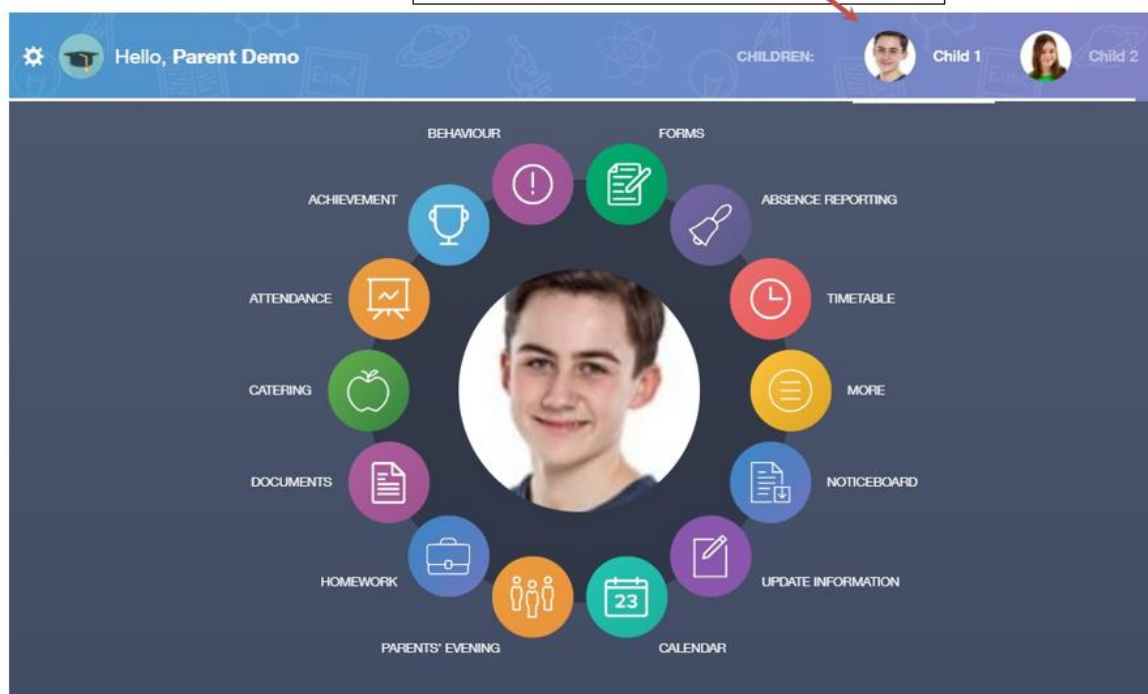
This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

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

edulink one

Behaviour

The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour,** which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

Type & Date ⬍	Comment & Teacher ⬍	Action & Info ⬍	Location & Status ⬍	Points ⬍
13/03/2021 Disruptive Behaviour in Class		Science - 10yz/Sc1 - Mon:4	Resolved	10
28/02/2021 Homework Issue		Detention Music - 10yz/Mu4 - Wed:6	Resolved	20
28/02/2021 Disruptive Behaviour in Class		English - 10yz/En3 - Tue:2	Unresolved	10
17/02/2021 Defiance		Actions Agreed German - 10X/Gn2 - Tue:2	Resolved	10

Total Negative Points 816

Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.

Date ⬍	Type ⬍	Location ⬍	Start Time ⬍	End time ⬍	Attended ⬍
06/03/2021	Creative Faculty Detention	Art Room 1	09:46:00	16:00:00	Not Attended
02/03/2021	SLT Detention	Business Studies 1	12:00:00	12:30:00	Attended

Achievement

This section is where you can view information on positive achievements that have been awarded to your child. Very similar to the behaviour section, you are able to see who awarded the points and the reason for the award.

See the example below.

Type & Date ↕	Comment & Teacher ↕	Activity & Info ↕	Award ↕	Points ↕
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement	Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has	Information & Communicatio		

Total Achievements Points 145

Documents

In this section you will find all the individual reports related to your child.

This includes tracking reports and annual reports. They will be available for you to download in PDF format whenever you choose. A hard copy of your child's report will continue to be posted to you.

File Name ↕	Type ↕	Date ↕	Download
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

Medical Info

This section contains medical information that you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists 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
Betton Surgery	01234 856103	None recorded	20 East Street, East Town, United

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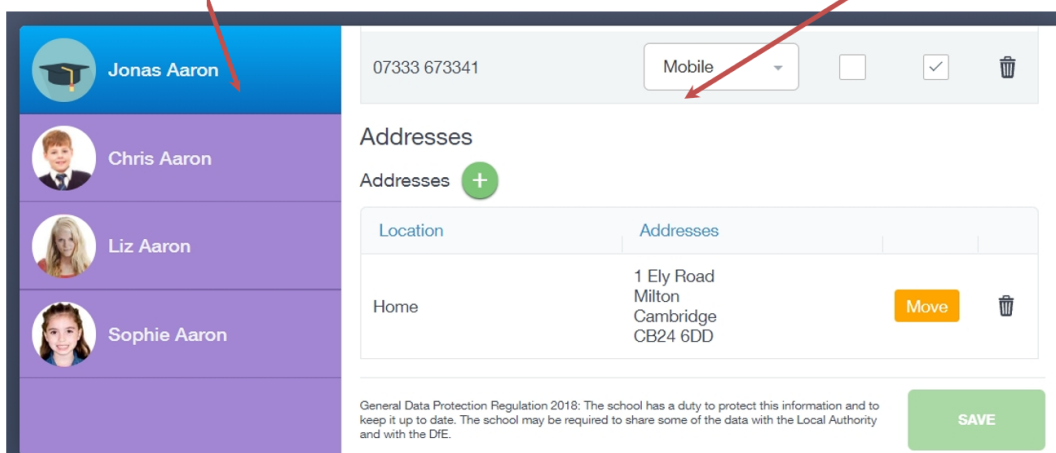
This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them 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.

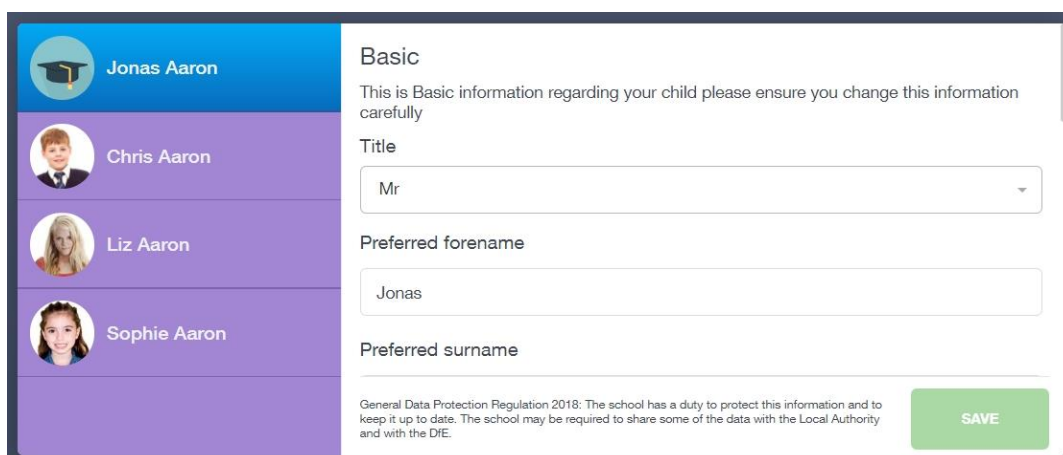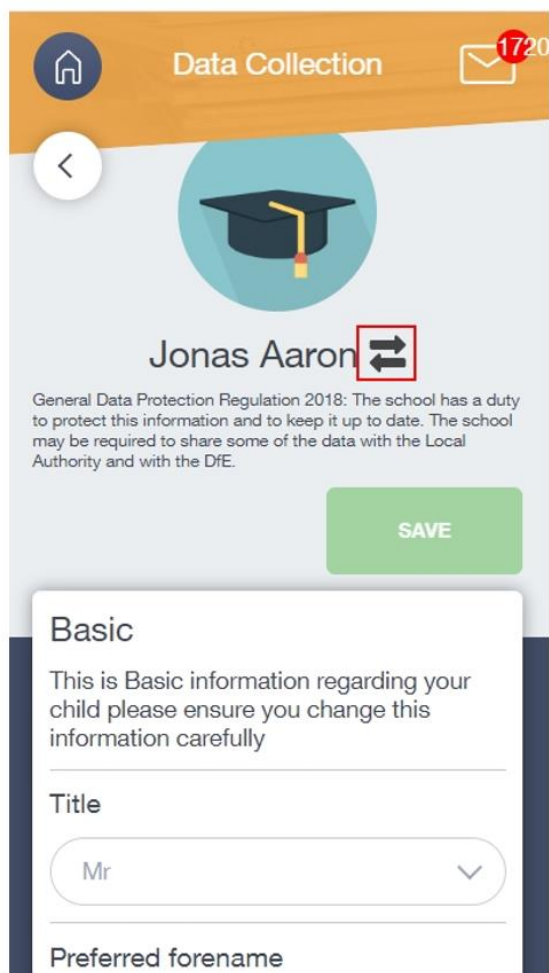To update information using the Edulink One app on a mobile phone, click on the **Data Collection/ Update Information** icon and the screen will open.

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.
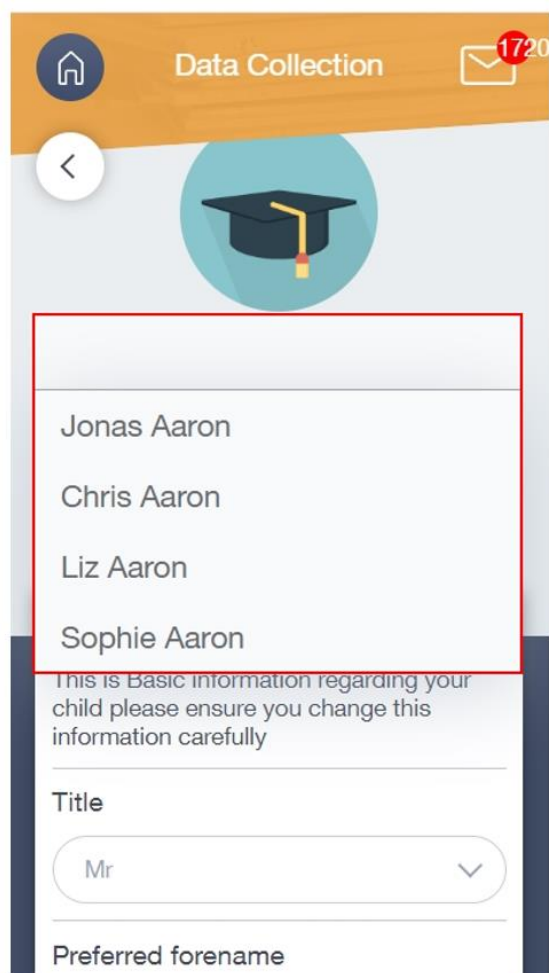
Absence Reporting

This feature allows you to send a direct message to the school's attendance officer to notify the school of your child's absence or upcoming absence.

The example below shows you how to select the time and date for the absence request and the reason for the absence. Completion of this will prevent the school from using our Absence Call system.

Jimmy Abbey

From *
Select start date and time

To *
Select end date and time

Reason for Absence *

SEND   CANCEL

Exams

The exams section contains detailed information about upcoming exams that your child will be sitting.

It includes the **Exam Timetable** along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

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

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

Parent/Carers and students both have access to this section, which 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.

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. Other information on your child's year group, house and tutor are also available.

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

Gender	Year
Male	Year 13

Form Group	Form Tutor
G	Mr Martin Unwin

Date Of Birth	
17-04-1998	

Jimmy Abbey

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 have the option to read from here.
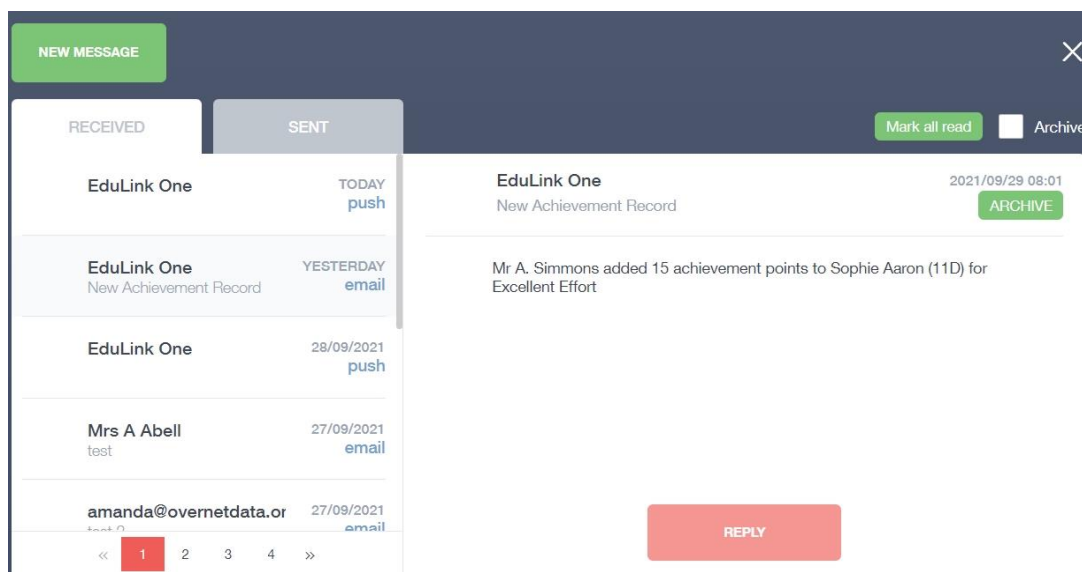
Homework

The homework section operates as a standalone homework system where teachers can set homework through Edulink One. Students can see what homework has been set when it is due and they can also mark it as completed.

The student and Parent/Carer will see the homework in a list format; this can be organised by clicking on the headings.

The student and Parent/Carer can then click on the text of the homework to read the requirements. To exit this just click on the **X** in the top right corner.

Once the student has completed the homework assignment, they should click the **Completed** button to notify their teacher the work has been done. It is important to note that Parent/Carers can only view set homework.

Once the student has clicked completed, they will need to wait for the teacher to review the work.

If the teacher has an issue with the homework, then they will contact the student and mark the work as received but not completed.

If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.

Please Note: Students can add their own homework using the **Add Homework** option. This will not be reviewed by the teacher but can be used to help students create a study plan, self-assessments, etc...

They would need to provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.

Forms

You can fill out a form sent by the school in the Forms icon. Schools will 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 Parent/Carer contact information. Details on telephone and mobile numbers, email, address, and Parent/Careral responsibility can be viewed here.

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

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

Attendance

The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

Below the statutory registration information is a list of the child's lessons for each period of the day.

Additionally, the school has the option to allow you to see data regarding lesson attendance for the academic year, as well as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.
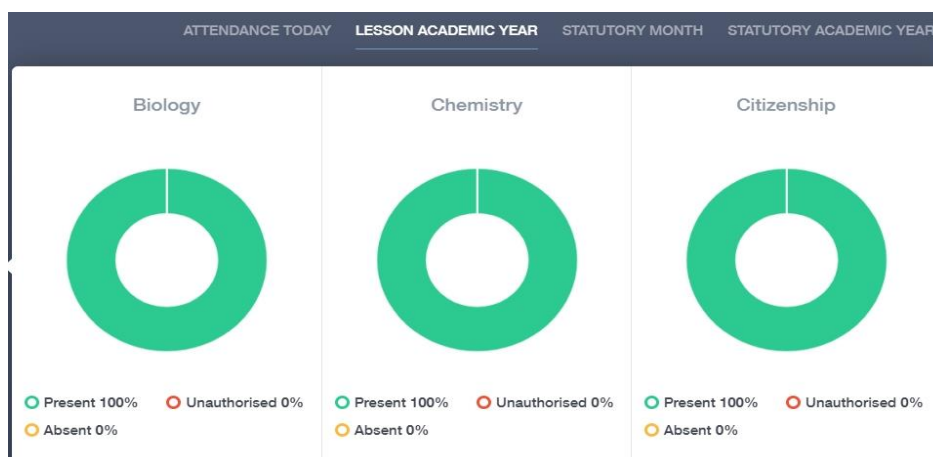
Noticeboard

The noticeboard is where Parent/Carers can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of the school panto.

Clubs

Clubs are a great way for your child to be involved in extracurricular activities. Parent/Carers can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs such as school sports teams, Parent/Carers will see these under the **My Clubs** tab.

To help your child join a club, click on the club in the **All Clubs** tab.

Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

CLUB DETAILS   ✕

Film Club

Location: EN1   **Leaders:** Mrs A. Abell, Miss H. Green

Description:

Learn to watch films critically and eventually make your own!

This club is perfect for the young director, actor or film buff.

All Dates:

Date	Attendance	Start	End
Tuesday, 5 October		15:20	16:20
Tuesday, 12 October		15:20	16:20
Tuesday, 19 October		15:20	16:20

JOIN CLUB

To join the club, Parent/Carers should click on the **Join Club** button. It will now appear in your **My Clubs**

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

tab.

If your child has not been joined to a 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, 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.

Parent/Carers can also view a child's attendance at a club. This appears after the fact 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