



Parent Guide for Wollaston

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A Parent's Guide to Getting Started with “EduLink One”

All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users contact their school directly with any questions they may have.

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.

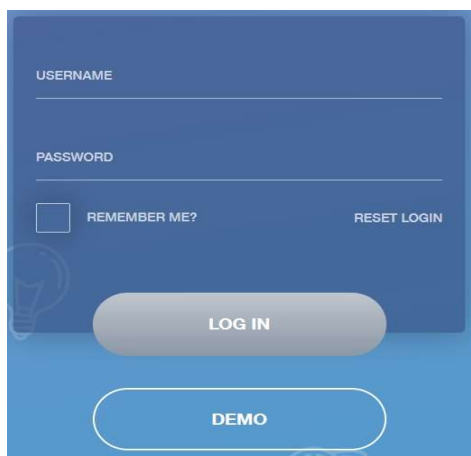
Web Browser Instructions

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

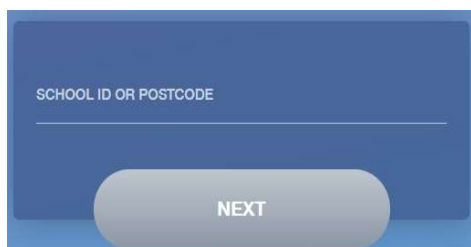
Start by going to <https://www.edulinkone.com/#!/login?code=wollaston>

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

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



The login form has a dark blue background. It contains two input fields: 'USERNAME' and 'PASSWORD'. Below the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME?' and a link labeled 'RESET LOGIN'. At the bottom are two buttons: 'LOG IN' and 'DEMO'.



The school selection form has a dark blue background. It contains one input field labeled 'SCHOOL ID OR POSTCODE'. At the bottom is a button labeled 'NEXT'.

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

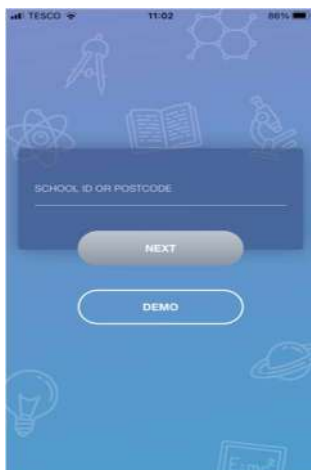
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

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

Android Google Play

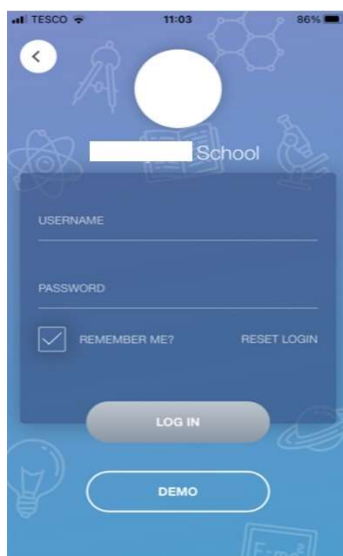
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



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

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.

Catering



Here you can check the remaining balance of your child's school cashless catering account. Details of purchased items from the canteen are also broken down into a list including dates and times so you can see what your child has purchased each day.



Date & Time	Items	Amount
08:56 14/01/2021	Parent Topup	£25.00
08:16 15/01/2021	CEREAL w/ MILK	£0.60
14:07 15/01/2021	PASTA POT	£1.50
	FRUIT YOGHURT	£0.40
	FRESH FRUIT	£0.30
	FRESH FRUIT	£0.30
		Balance: £21.90

Documents



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

This includes profile reports and progress checks. Historical reports from previous years will be stored here and will be available for you to download in PDF format whenever you choose.

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
Batten Surgery	01924 856102	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.

Jonas Aaron

Chris Aaron

Liz Aaron

Sophie Aaron

07333 673341

Mobile

☐

☒

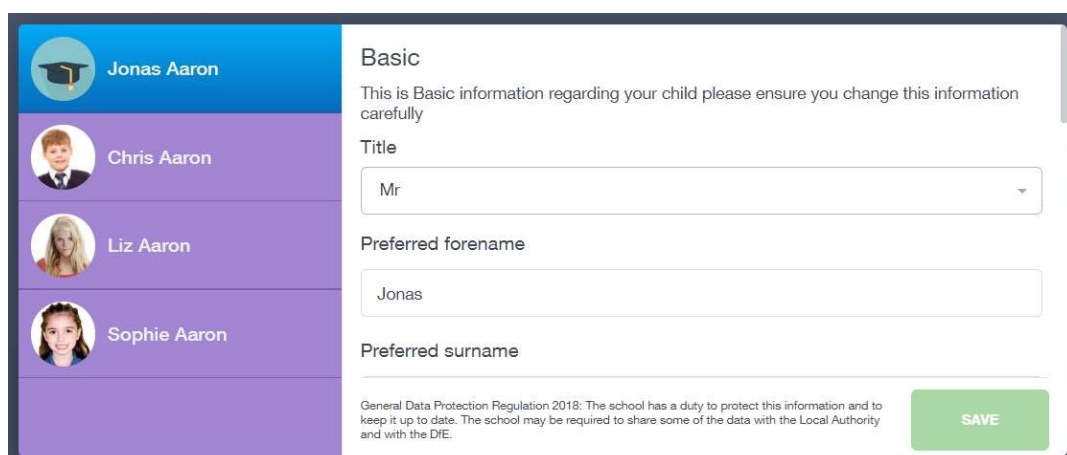
Addresses

Addresses +

Location	Addresses	
Home	1 Ely Road Milton Cambridge CB24 6DD	<div>Move</div> <div></div>

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



Jonas Aaron

Chris Aaron

Liz Aaron

Sophie Aaron

Basic

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

Title

Mr

Preferred forename

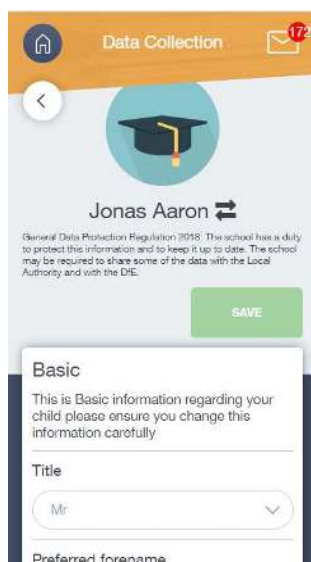
Jonas

Preferred surname

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

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.



Data Collection

Jonas Aaron

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

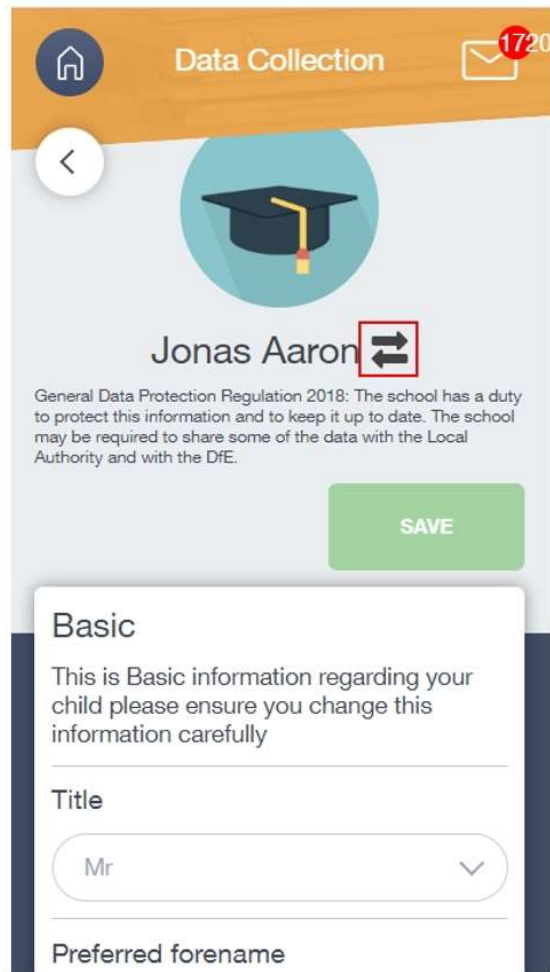
This is Basic information regarding your child please ensure you change this information carefully

Title


Mr


Preferred forename

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.



Data Collection 1720



Jonas Aaron 

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

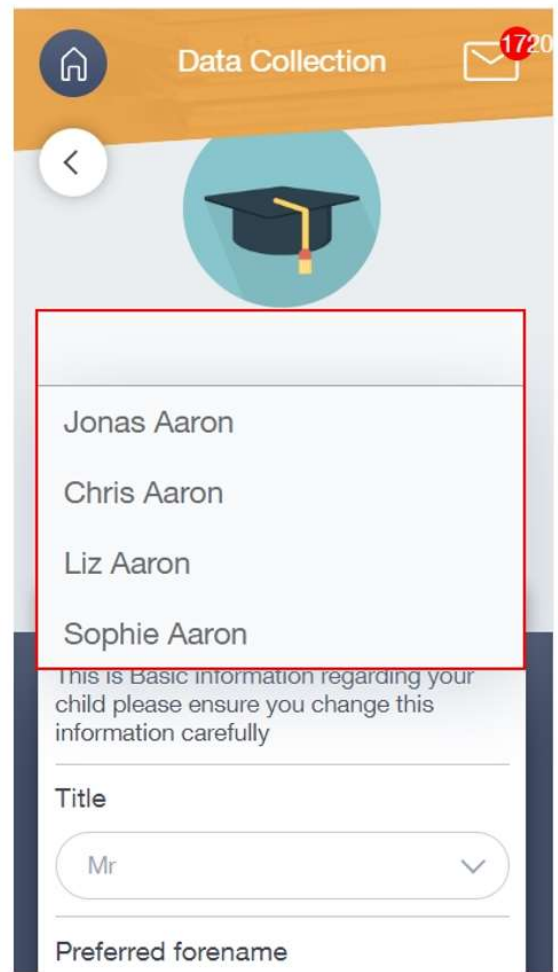
Basic

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


Title

Mr

Preferred forename



Data Collection 1720



Jonas Aaron

Chris Aaron

Liz Aaron

Sophie Aaron

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

Title

Mr

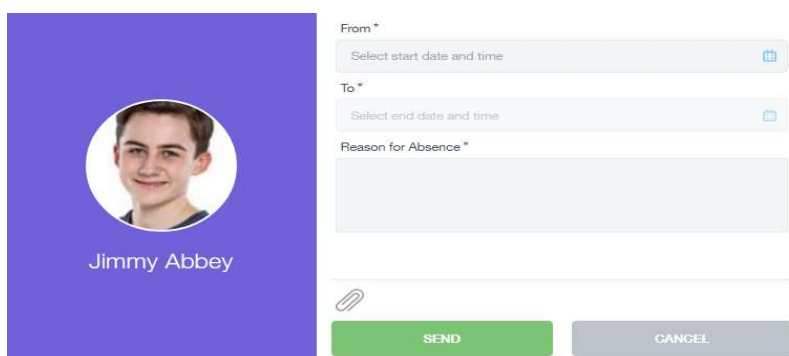
Preferred forename

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.



Links



This section contains links to resources for students to use.

There are also links specifically for parents.



rentpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC



Foodbank

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.

Once the exam results are in, your school has the option to post them in the **Exam Results** tab. As the students own their results, the school may decide not to display them to parents and only the students.

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 RESULTS		
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



Parents 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.

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

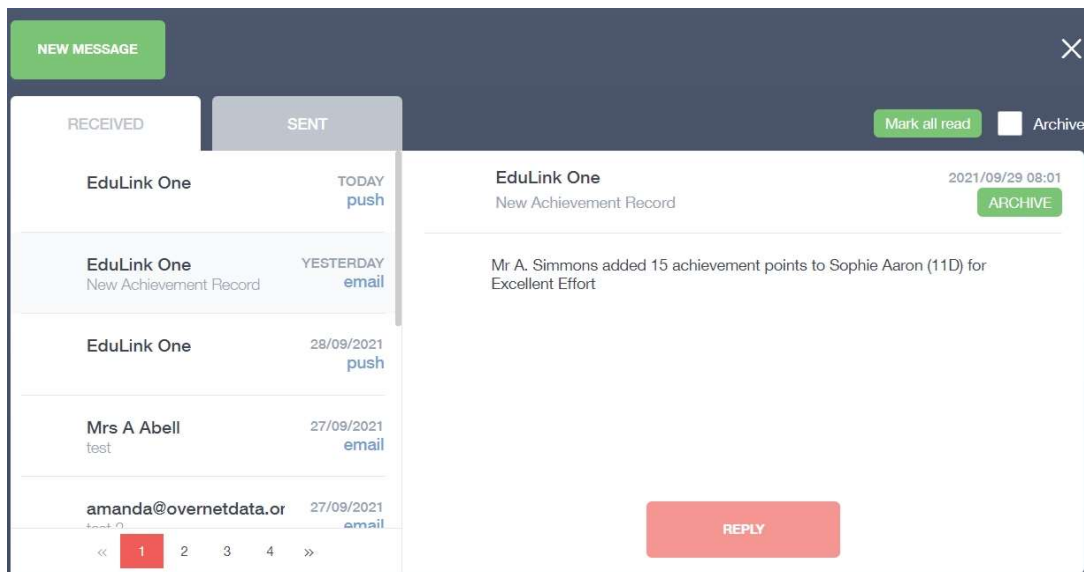
 <p>Jimmy Abbey</p>	Address	Post Code
	59 High Street, Bedford, MK40 1RZ, United Kingdom	MK40 1RZ
	Gender	Year
	Male	Year 13
	Form Group	Form Tutor
	G	Mr Martin Unwin
	Date Of Birth	
	17-04-1998	

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. You can reply to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

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 and reply from here. The sent box will store messages you've sent through previously.

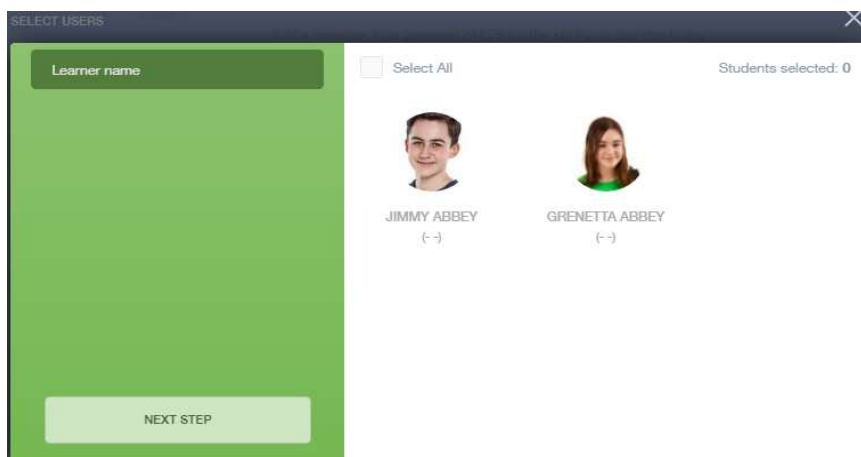


Sending a new message

To begin sending a new message you will need to click the green **new message** button.



Next you will have to select your child/children. Once selected click the next step button.



Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

The default option is to pre-select all teachers. You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers, just click on the green tick or deselect all using the smaller black tick. Click **Next** when done.

Deselect all

	Recipient Name	Recipient Type	Status	Related Learners
<input checked="" type="checkbox"/>	J Atkinson Email available	Teacher		
<input type="checkbox"/>	J Brown Email available	Teacher		
<input checked="" type="checkbox"/>	L Chase	Teacher		

PREVIOUS STEP NEXT STEP email UNDELIVERABLE LIST

Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.

Message Subject:

B I U S 14 A HELVETICA NEUE

Text

BACK SEND

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 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.



Chris Aaron

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	

SEN



If your child has a Special Educational Need or Disability, information on their SEN details can be found in the SEN icon.

You can also see whether your child has an EHCP (Education, Health and Care Plan), though documents may or may not be visible depending on your school's settings.

Status: E - Education, Health and Care Plan

Current Needs

Rank	Start date	Need Type	Description
1	2017-10-20	Physical Disability	Problems with joints. Heavy medication.

If your school has enabled the **Strategies** portion of the SEN screen, parents can view the strategies the school uses with their children to aid in their learning.

Strategies +

Title	Strategy
-------	----------

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.

ATTENDANCE TODAY
LESSON ACADEMIC YEAR
STATUTORY MONTH
STATUTORY ACADEMIC YEAR

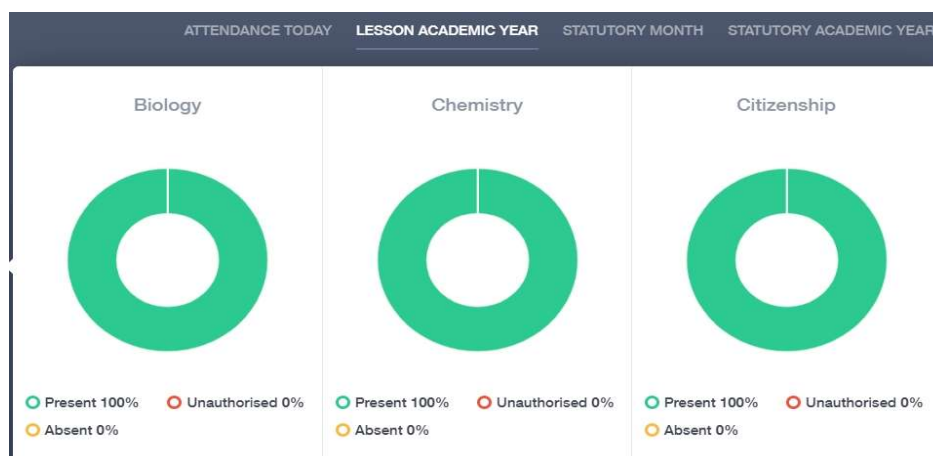
Statutory

Session	Mark	Present
AM	/ Present (AM)	✓
PM	\ Present (PM)	✓

Lessons

Period	Lesson	Mark	Present
Fri:1 9:15 - 10:15	Religious Education (11y/Re2) Mrs J. Darby	- All should attend / No mark recorded	...

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.

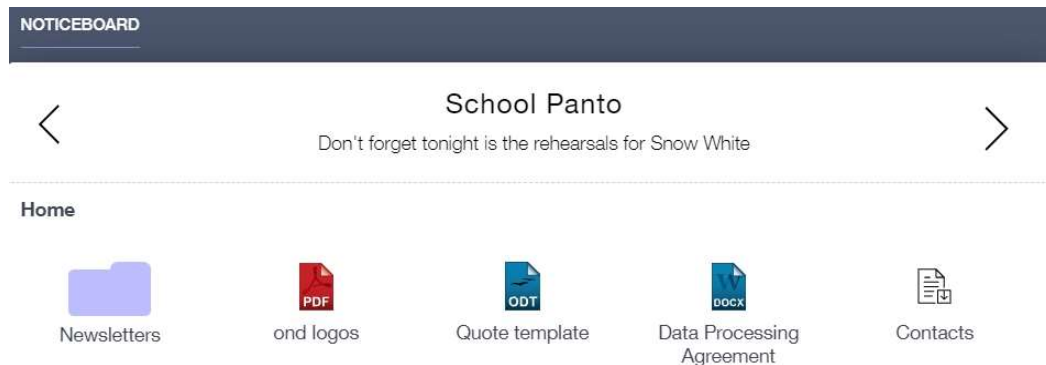


Noticeboard



The noticeboard is where parents 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.

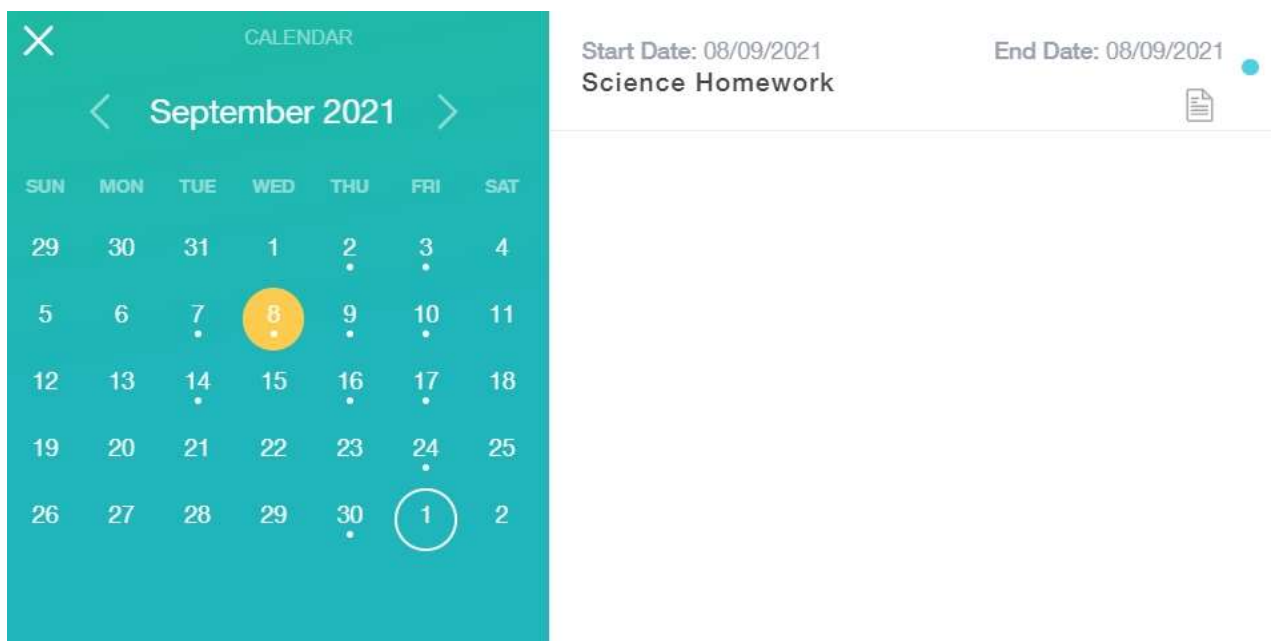


Calendar



If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.



Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.

Manage iCal

Logout

In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

Name	Toggle	Copy
Timetable	<input checked="" type="checkbox"/>	Link
Calendar	<input checked="" type="checkbox"/>	Link

Afterwards, go to **Imports** and press the **+Add** button.

Imports



Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT



Name *

Url *

CANCEL

ADD

Parents' Evening

**Please contact your school if there are Parents' Evening issues.*



The parents' evening area in Edulink One allows parents to see the details about a parents' evening and to book appointments.

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.

Time slots appear along the left hand side

Teachers and subjects along the top

Slots:	French ✓ Teacher: Roger Monamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo	Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geograph History Teacher: F Learner: C
23/01/2020						
17:00	BOOKED	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
17:30						
17:40						

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

BOOK SLOT

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCEL

BOOK

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

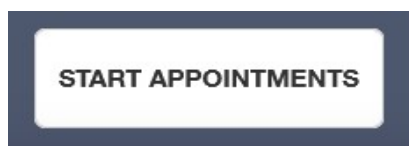


Attending a Virtual Parents' Evening

Many schools have now included an option for virtual parents' evenings. If your school is using virtual appointments, please open your parents' evening area in Edulink One and click anywhere on your child's parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

Once you have clicked on the parents' evening event, you then need to click on the **Start Appointments** button. *Note: This is only if your school is using video conferencing appointments; otherwise, appointments for parents' evenings will still be in-person.*



Your child's teacher will start the appointments at the correct time and the appointments will happen automatically— parents just need to have the video conference open.


The next page shows you a view of what a video conference looks like. The teacher's camera is larger in the middle and you will see your camera off to the right side.

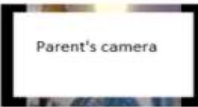
Your next appointment is listed on the bottom. You do not need to do anything; the teacher will end the appointment when you are finished, or the appointment will cut off automatically at the end of the appointment time. This is highlighted by a red border 30 seconds before the appointment ends.



The teacher has no control over this cut off as it happens automatically to make sure all appointments run on time. If you need more information from a teacher, schedule a further meeting or telephone call with them.



Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with   



Parent's camera


Time	Teacher	Parent	Subject	Learner	Duration
09:15	 	Mrs Tia Aaron	Computer Science	Chris Aaron	2 Minutes