



Parent Guide for  
St Michael's Catholic College

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

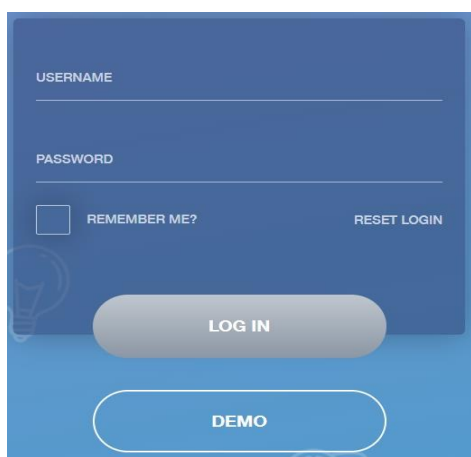
All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users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

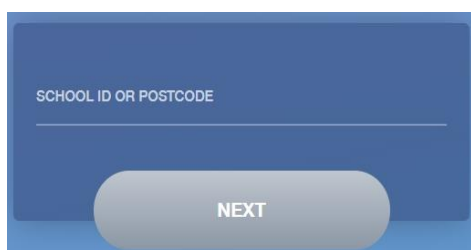
### Web Browser Instructions

To start, go to <https://www.edulinkone.com/> and input your school's code. This would have been emailed to you when your account was created.

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 college.**



A screenshot of the login page. It features a dark blue background with a light blue gradient at the bottom. The form has 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 of the form are two buttons: 'LOG IN' and 'DEMO'.



A screenshot of the form for entering a School ID or Postcode. It has a dark blue background with a light blue gradient at the bottom. The form has one input field labeled 'SCHOOL ID OR POSTCODE'. At the bottom of the form 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

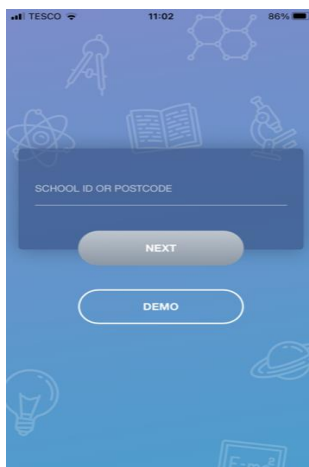
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

#### Apple App Store

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

#### Android Google Play

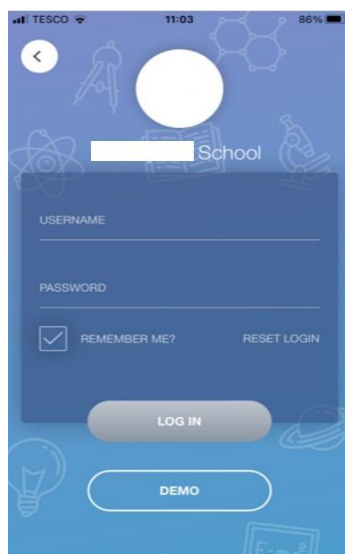
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



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.



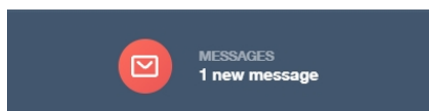
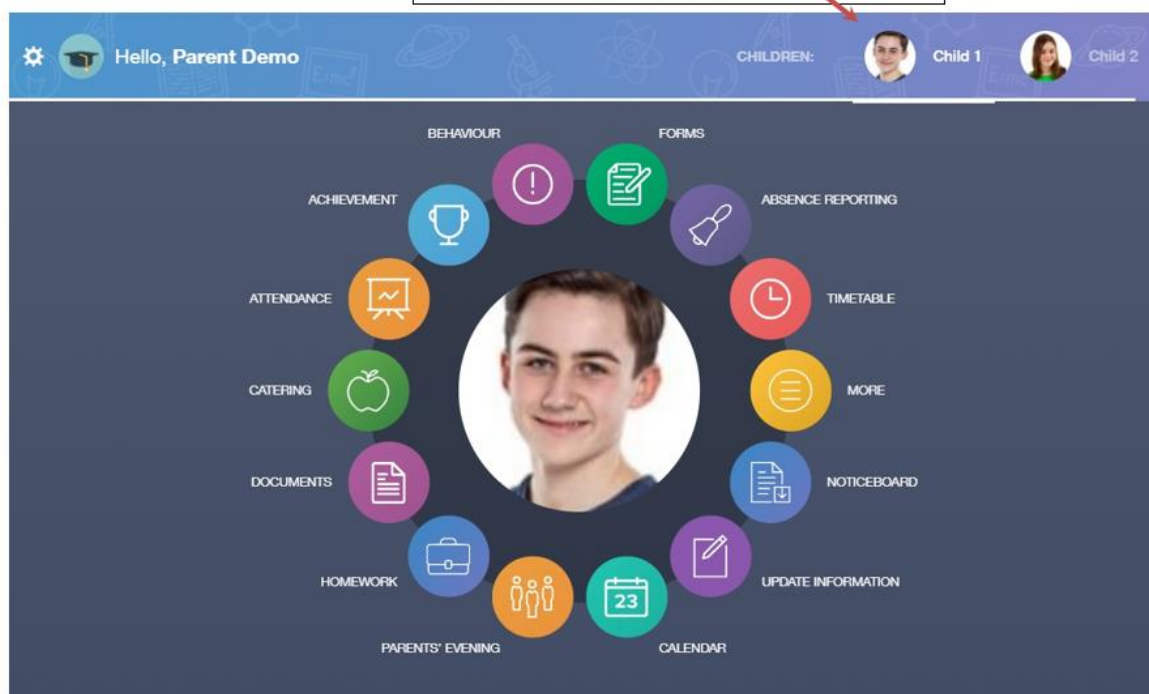
If you forget your username or password, please contact the school

## 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.



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	01224 856402	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

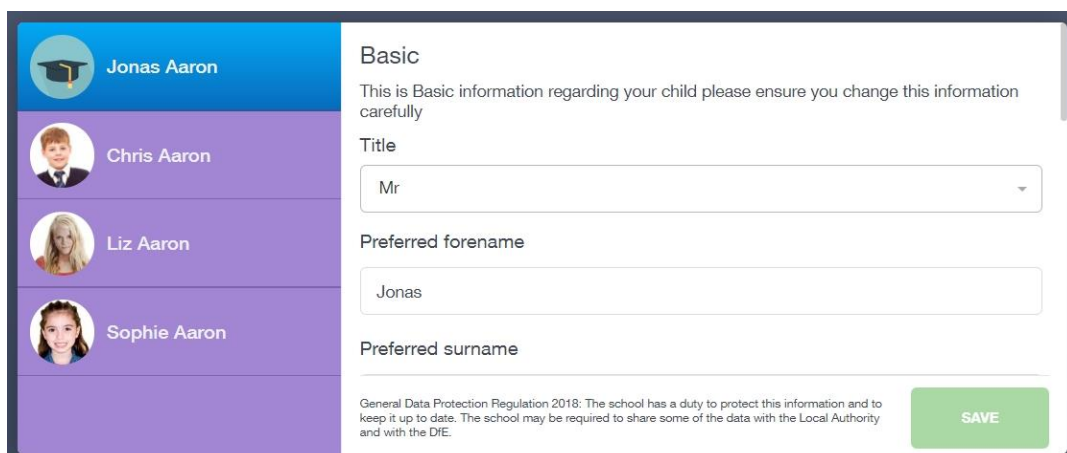
Mobile ☐ ☒

**Addresses**

Addresses

Location	Addresses	
Home	1 Ely Road Milton Cambridge CB24 6DD	

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.



**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**

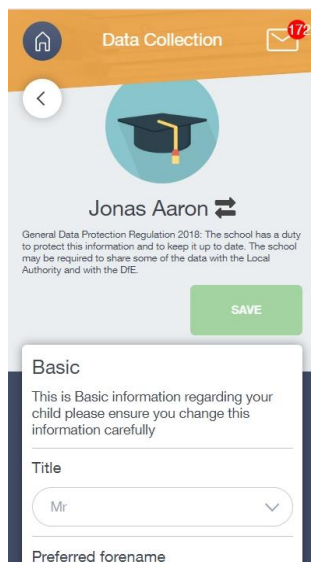
Jonas

**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.

The screenshot shows the 'Data Collection' screen with a graduation cap icon. Below the icon, the name 'Jonas Aaron' is displayed with a red box highlighting a double-headed arrow icon next to it. Below the name is a green 'SAVE' button. At the bottom, there is a 'Basic' information section with a 'Title' dropdown menu set to 'Mr' and a 'Preferred forename' field.

The screenshot shows the 'Data Collection' screen with a graduation cap icon. Below the icon, a list of names is displayed in a white box with a red border: 'Jonas Aaron', 'Chris Aaron', 'Liz Aaron', and 'Sophie Aaron'. Below the list is a green 'SAVE' button. At the bottom, there is a 'Basic' information section with a 'Title' dropdown menu set to 'Mr' and a 'Preferred forename' field.

## 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.

The screenshot shows the absence reporting form. On the left is a purple square containing a circular profile picture of a boy named 'Jimmy Abbey'. To the right of the profile picture are the following fields: 'From \*' with a date and time picker, 'To \*' with a date and time picker, and 'Reason for Absence \*' with a text area. At the bottom are 'SEND' and 'CANCEL' buttons.



## 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

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.

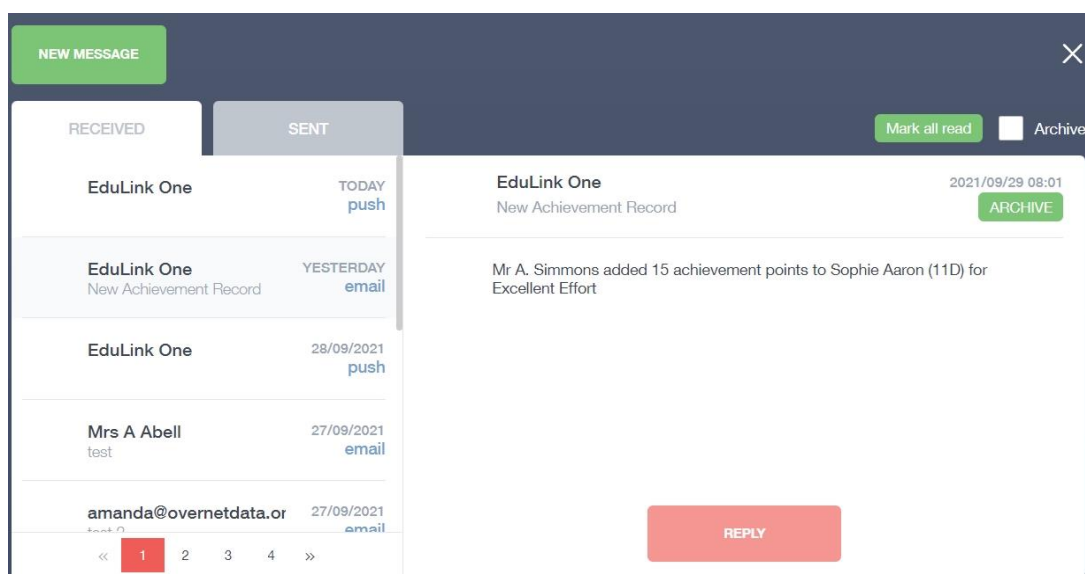
 <p>Jimmy Abbey</p>	Address	59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code	MK40 1RZ
	Gender	Male	Year	Year 13
	Form Group	G	Form Tutor	Mr Martin Unwin
	Date Of Birth	17-04-1998		

## 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. If you need to contact a member of staff, please call reception or email [contact@stmichaelscollege.org.uk](mailto:contact@stmichaelscollege.org.uk)

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 the message from here.



## 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
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## 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

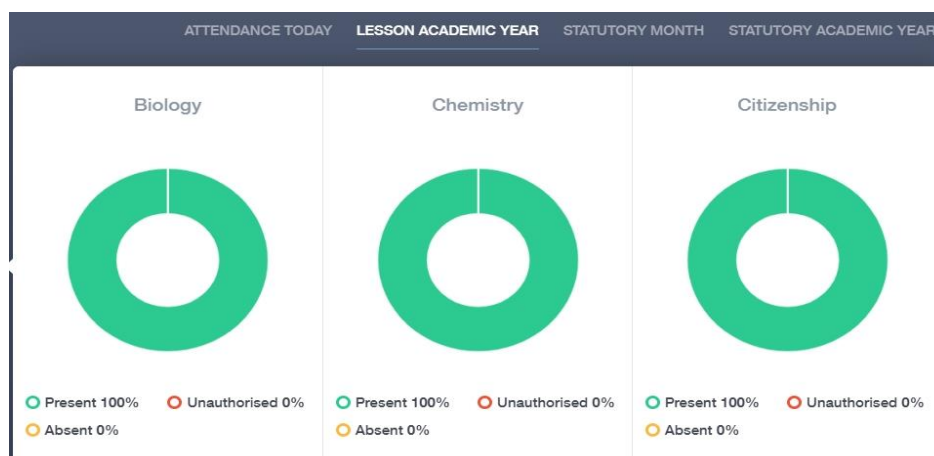
Statutory

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.



## Assessment



The assessment screen is customisable for every school, so most schools' assessments will not look the same. If you are struggling to understand the assessment data, it is best you contact your school so they can explain their assessment process.

You can see your child's/children's grades, targets, attitude to learning and other aspects that the school wants parents to see in Assessments. Some schools colour code data to tell you if your child is working at the expected level. Many schools also provide a written explanation about the assessment, like what each effort grade means.

Also, you can view other assessments, including past assessments, and some schools may make KS2, KS3 or KS4 data available for parents to view.

Below is an example of what an assessment could look like in Edulink One.

### Attainment Summary

The information below provides current data on the progress of your child in Attainment Summary. The table shows their KS2 attainment level as well as their Attainment grade and Effort grade for each term, the final column shows your child's current target level which is colour coded according to the below key.

	KS2 Level	Autumn - Attainment Level	Autumn - Effort Level	Spring - Attainment Level	Spring - Effort Level	Summer - Attainment Level	Summer - Effort Level	Current Target
English	3	3A	C	4C	C	4B	C	5B
Mathematics	3	3B	C	3A	C	4C	B	4
Science	2	2A	C	3C	C	3B	C	3B
Geography	2	6B	B	6B	B	6B	C	7
French	4	A	C	A	C	A	C	A
History	2	3A	C	3A	C	3B	D	3B
Art	2	5A	B	5A	B	3A	B	5A

	Working below Target
	Working on Target
	Working Above Target

## 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.

NOTICEBOARD

<

School Panto

>

Don't forget tonight is the rehearsals for Snow White

Home

Newsletters

ond logos

Quote template

Data Processing Agreement

Contacts