

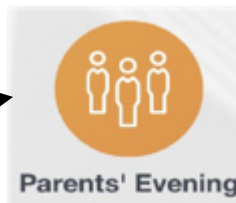


# Alameda Middle School

Inspire Achieve Excel

## HOW TO BOOK A PLACE AT SCHOOL – Using Edulink One

Once you have logged into Edulink One, on the home screen click the 'Parents' Evening' icon , sometimes you have to scroll down to see this.



The Parents' Evening button will take you to the following screen

Select the appropriate day eg 'Monday 30<sup>th</sup> March in school'

|                              |                                                                                                                                                                                                                                         |            |       |       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-------|
| Tuesday 31st March IN SCHOOL | Please click on any subject, then click in the time you wish your child to be in school. Then click on any other subject and click the time you want your child to finish school. School starts at 8:30 and finishes at 15:20 Thank you | 31-03-2020 | 08:30 | 16:30 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-------|

Once you have selected the **Day you wish your child to attend school**, you will need to book time slots.

|        |                                                   |                                            |                                         |
|--------|---------------------------------------------------|--------------------------------------------|-----------------------------------------|
| Slots: | English<br>Teacher: A McKinnon<br>Learner: Edward | Community Time, Values<br>Teacher: C Parks | Mathemat<br>Teacher: D I<br>Learner: Ed |
| 08:30  |                                                   |                                            |                                         |
| 09:30  |                                                   |                                            |                                         |
| 10:30  |                                                   |                                            |                                         |

This page appears.

Click in the **TIME** you wish your child to **START** at school eg 8:30am

BOOK SLOT

Date: 2020-03-31 08:30:00

Subjects: English.

Learner: Edward O'Grady

Comment:

Add comment

CANCEL BOOK

Click in the green 'BOOK' box and it will show Your booking as BOOKED

|       |        |
|-------|--------|
| 08:30 | BOOKED |
| 09:30 |        |

|       |
|-------|
| 13:30 |
| 14:30 |
| 15:30 |

Choose the time you want your child to leave school, eg 13:30

|       |   |        |
|-------|---|--------|
| 12:30 |   |        |
| 13:30 | ✗ | BOOKED |
| 14:30 |   |        |

This time of 13:30 will show as booked and is the time your child is finishing school that day

**Please note – a separate booking MUST BE MADE FOR EACH CHILD ON EACH DAY you wish them to attend school. Thank you.**

