

A Guide for Parents to Edulink

One



A new home communication system

What is it?

EduLink One is a new package introduced by the school, which will enable you to access some information on your child more easily. This includes:

- Attendance data
- A record of any achievement
- A record of any behaviour
- A homework log
- Link documents for ease of access to important sites
- The ability to book, review and edit Parents' Evening appointments
- Your child's reports

EduLink One is constantly evolving and as such, there may be new features which in the future we may bring online and inform you of the addition. We hope that you find the features identified in this guide useful and informative and that this helps to build connections between you, your child and school.

Access

There are two ways to access EduLink One, through

its website: <https://www.edulinkone.com>

Alternatively, you can access it through the mobile applications available for both Google Android and Apple iOS devices in their respective app stores.

In addition to this, you will need your own personal login details, the school ID for all users is "alameda" (no quotation marks and lower case) and you will be provided with a username and password separately. If you have any problems logging in, please contact edulinkhelp@alamedamiddleschool.org.uk

The Main Screen

Once logged on you should see the main screen that will look similar to one of the samples below. On the left is the large screen layout and the right is the mobile layout.



Your name will appear in the top left. The names and school photographs of any children you have at Alameda will be either in the top right (desktop), or underneath your name (mobile). Just selecting the relevant name/picture will allow you to access the details for the different children.

To access the different information, tap the round menu options, these are summarised below.



Attendance

This shows a percentage breakdown of the attendance of your child in each subject they study, detailing lateness as well as absence. In addition, within this section you can see your child's morning and afternoon registration record, including recorded reasons for absence and current unauthorised absences.



Achievement

Under this section, you will be able to see all of the achievement comments your child has been awarded in the current academic year, details include which teacher and subject awarded the comment and the reason. There are still merits and positive comments in planners, as well as values vouchers. These are not always linked to the system, but we will consider this as the 'Edulink One' system develops.



Behaviour

Here you will find the behaviour comments entered for your child during the current academic year, details include when they were recorded and by whom, as well as why. All entries are monitored by the tutors/subject leaders/year leaders and the SENDCO, who will observe any patterns of behaviour and ensure support is in place in line with our Restorative Practice – Promoting Positive Behaviour and Relationships policy. Parents and carers may use this information to discuss entries with their child at home, or may contact relevant members of staff. Our staff will of course, still contact you in the usual way when they feel this is necessary.



Homework

If your child is set homework, their teacher will aim to include any key information here. This is a personalised log that both you and your child see, showing the homework that has been set, when it is due in and any attachments that you might find useful.



Documents Contacts / Account Info

These show your details and the details of your child, under current data protection legislation. It is important that you are able to see this information and confirm for yourself that it is up to date. Other documents relating to your child, such as **school reports**, can also be seen.



Parents Evening

This is the booking system for all Parents' Evenings at Alameda. It will allow you to book, review and edit appointments for subject teachers of your child. More complete instructions, on how to use this feature are published with Parents' Evening documentation.



Noticeboard

This program does not replace group call messages, letters or information on our school website, but we will place items such as the 'newsletter', club timetables etc. in this feature.



Links

This is where you can find links to areas such as the school website, 'Parentpay', 'Scopay' etc.

For many of the icons, you will see a notification symbol indicating a new entry.

Once again, if you have any problems, please contact the school via email, using edulinkhelp@alamedamiddleschool.org.uk .