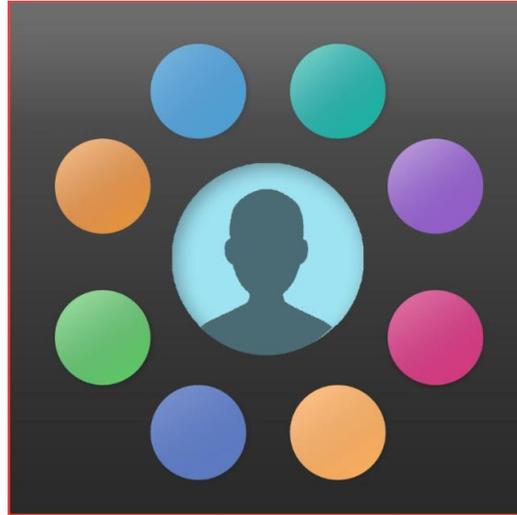




Parents User Guide to Edulink One



What is it?

This is a comprehensive app that will allow communication between parents and the school.

This includes:

- Update/add/edit contact details, medical conditions and consent
- Receive and send messages from/to school and report absence
- View student Behaviour and Achievements
- Monitor attendance
- View reports, live assessment data (only certain subjects to begin) and exam results
- View students timetable, school calendar and items bought for lunch
- Access weekly newsletters, important links and fill out forms

Accessing Edulink One

You will have been sent an invitation to join Edulink One in your email, this will be the email address you registered with the school. Follow the instructions provided there.

Once registered you can access the app on your phone by downloading via the app store or via web browser at

<https://www.edulinkone.com/#!/login>

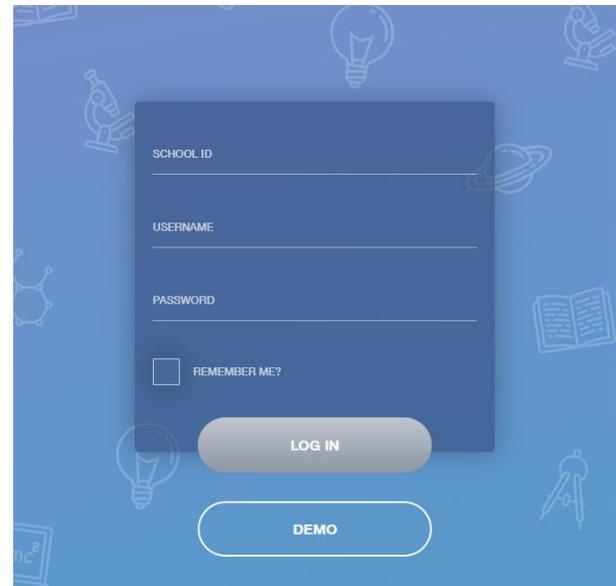
Registered office address:

Windy Harbour Road, Birkdale, Southport, PR8 3DT
Tel: 01704 577253 Fax: 01704 570451
mail@birkdalehigh.co.uk www.birkdalehigh.co.uk

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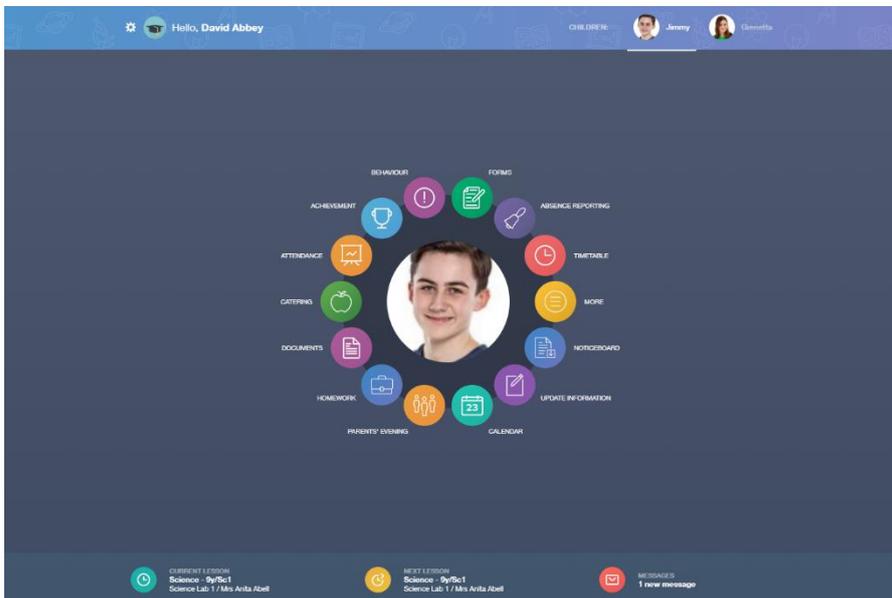


Logon on with your username and password, the school ID is BHS.



The Main Screen

Once logged on you should see the main screen which 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 and the names and school photos of any children you have will be either in the top right (desktop) or underneath your name (mobile). Just

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 summarized below.

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Timetable

This gives you a view of your child's current timetable and will be kept up to date with any changes of teachers, groups or rooms as they happen.

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 points your child has been awarded in the current academic year, details include which teacher and subject awarded the points in and the reason. You are also given a total for the year.

Behaviour

Here you will find the behaviour points your child has been issued with during the current academic year, details include when they were awarded as well as why as well as a running total for the year so far. Within this section you will be able to review the detentions that have been issued to your child too; you will be able to see the date, time, location and type of detention that has been issued.

Documents

This is the store of any key documents relating to your child for you to access, in particular all school reports and progress checks since they joined Birkdale.

Contacts / Account Info / Update Information

The first two of 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. The third option allows you to notify us of any changes to yours or your child's details.

Messaging

This application provides a build in messaging service to make it easier for you to communicate with school. In particular, you select teachers in the app using their name, rather than email address which you might not know, and any messages sent are automatically copied to their email address too.

Assessment

Assessment will allow you to view up-to-date information on your sons progress this will only be available for select subjects at the moment.

Links & Noticeboard

Noticeboard will contain additional information such as letters home and policies, links will provide quick access to relevant sites.

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