Parent Guide for Pittville School

A Parent's Guide to Getting Started with "Edulink One"

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.

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. You will be able to navigate through the different sections of Edulink One by clicking on the icons.

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.
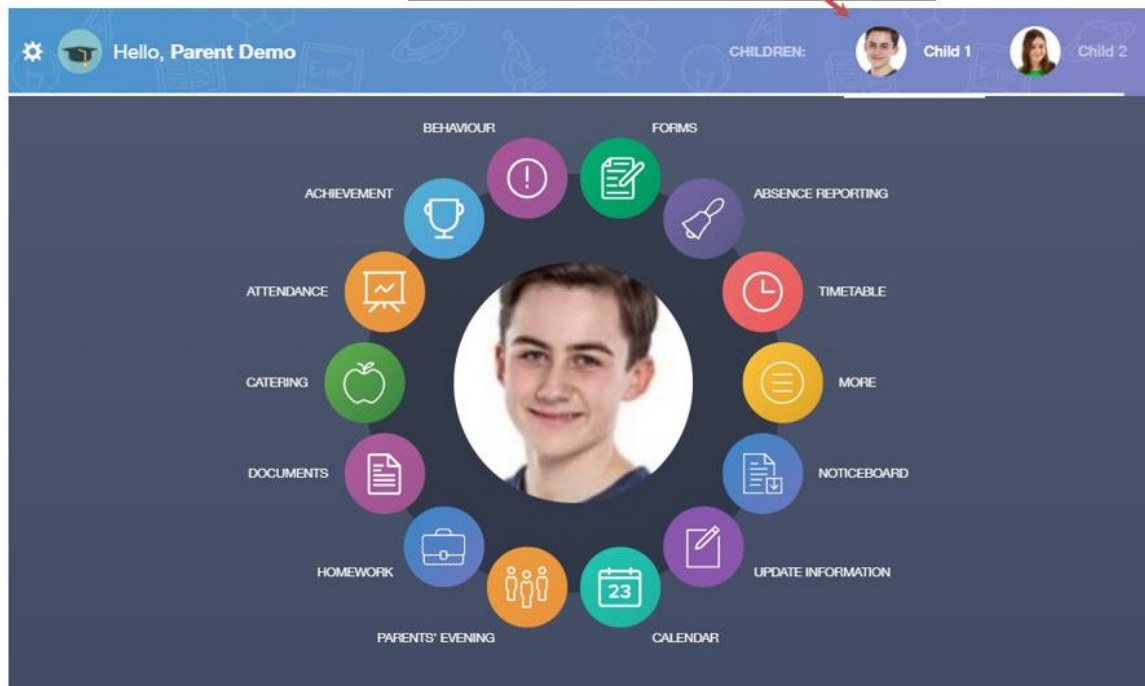
Behaviour

The behaviour button will give you access to **view behaviour records and detentions** which have been assigned to your child.

Behaviour Records Tab
This tab will show you information about any behaviour incidents which have been logged by staff.

Detentions Tab

The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.

Achievement

This section is where you can view information on positive achievements that have been awarded to your child. Very similar to the behaviour section, you can see who awarded the points.

Reports

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

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

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. 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	07333 673341	Mobile	☐ ☑ 🗑
Chris Aaron	**Addresses**		
Liz Aaron	Addresses ➕		
Sophie Aaron	Location	Addresses	
	Home	1 Ely Road Milton Cambridge CB24 6DD	Move 🗑

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 **Update Information** icon and the screen will open.
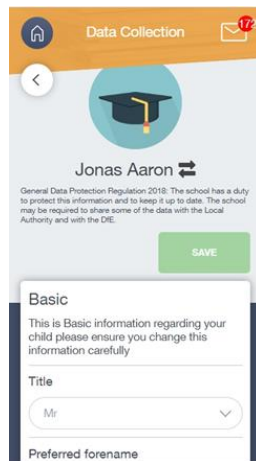
To update your own information, simply fill out the fields under your name. If you need to update information for a child, you need to click on the **Switch Account** arrows beside your name. Then, select the child you need to update the information for. Fill out the information in the fields as usual.
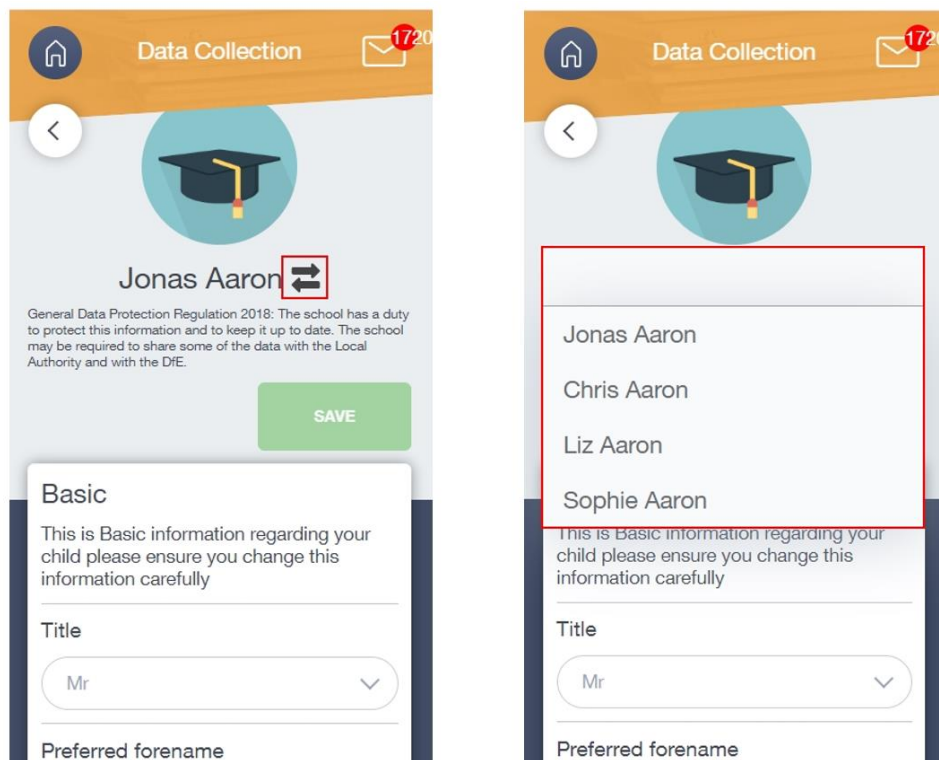
Absence Reporting

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.

Exams

For GCSE exams this 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.

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.

Account Info

Here you can view information on your child's year group, house and tutor.

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. Most schools also send these to your registered email address.

Homework

Students can see what homework has been set, when it is due, and they can also mark it as completed.

The student and parent will see the homework in a list format; this can be organised by clicking on the headings.

The student and parent can then click on the text of the homework to read the requirements. To exit this just click on the **X** in the top right corner.

Once the student has completed the homework assignment, they should click the **Completed** button to notify their teacher the work has been done.

Once the student has clicked completed, they will need to wait for the teacher to review the work.

Forms

You can fill out a form sent by the school in the Forms icon.

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.

A new window opens where you can read the details regarding the form and make any necessary selections or comments.

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

Forms are used for expressions of interest for school trips.

Contacts

This section contains your 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.

Attendance

The attendance area lets you see data regarding attendance as statutory month data and statutory academic year data. The data in these sections appear as pie charts like the example below.