



Parent Guide for Yardleys School

PLEASE NOTE: Some of the features mentioned in this guide have not yet been implemented at Yardleys. You will be notified when new things are implemented.

If you are a parent and don't yet have access to EduLink, please contact the School on 0121 4646821.

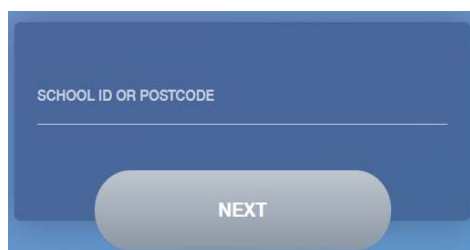
A Parent's Guide to Getting Started with “EduLink One”

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.

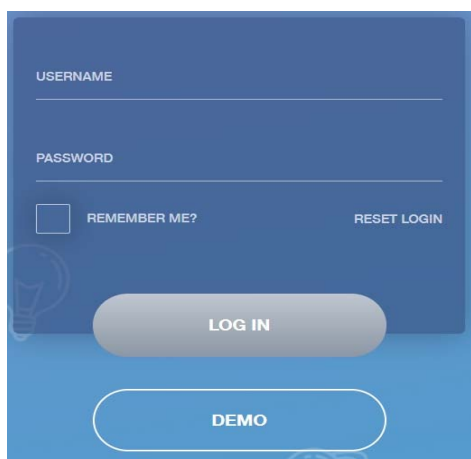
Web Browser Instructions

To start, go to <https://www.edulinkone.com/> or follow the link from the ‘Links Menu’ at www.yardleys-vle.com – you will need to put the School’s **Postcode** when you first login (B11 3EY). Your username and password has already been texted to you. **If you forget your username or password, please contact the school.**



SCHOOL ID OR POSTCODE

NEXT



USERNAME

PASSWORD

☐ REMEMBER ME? RESET LOGIN

LOG IN

DEMO

Enter your **Username** and **Password** that we have sent you, then click **LOG IN** to get started.

Downloading and Using the App

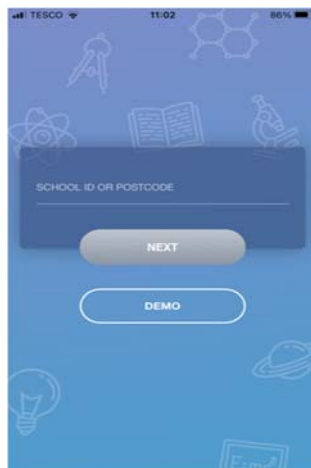
The EduLink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

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>

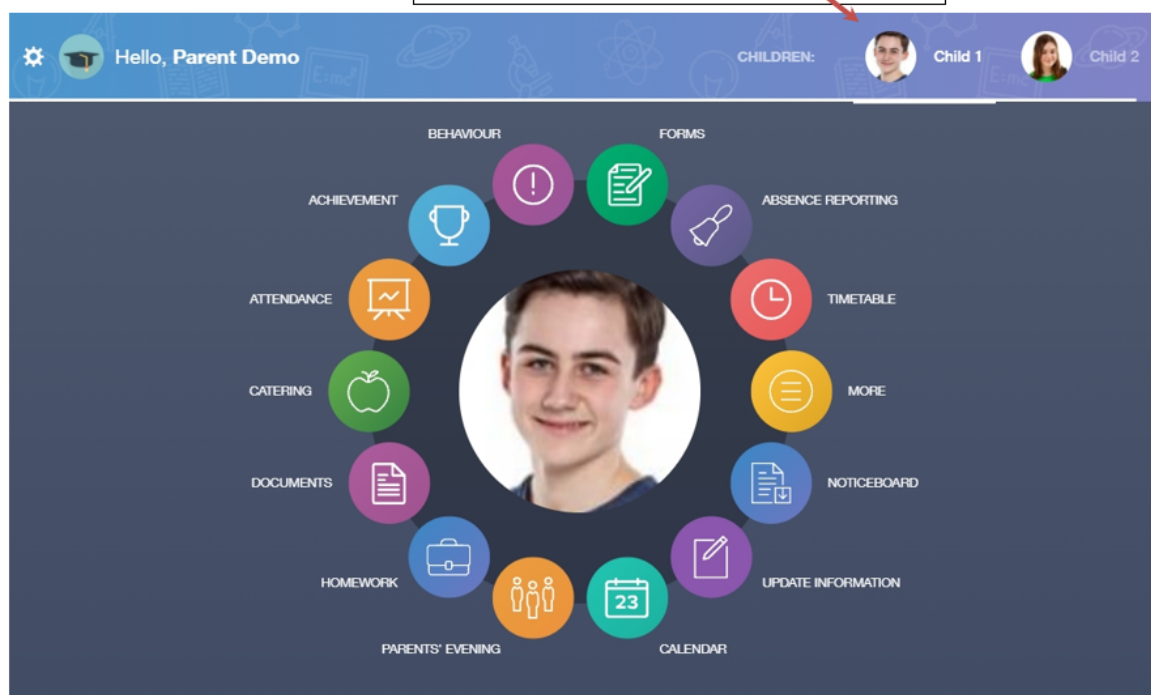


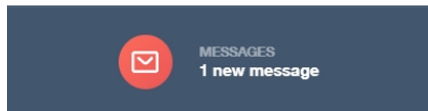
Main Screen

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.

Behaviour



The behaviour button will give you access to **view behaviour records, detentions and lesson behaviour**, which have been assigned to your child. Information on detentions and graphs on lesson behaviour are also shown.

Behaviour Records Tab

This tab will show you detailed information about any behaviour incidents which have been logged on Edulink One by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

BEHAVIOUR RECORDS				
Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
13/03/2021 Disruptive Behaviour in Class	Decided that repeatedly discussing Love Island was more important than listening	Science - 10yz/Sc1 - Mon:4	Resolved	10
28/02/2021 Homework Issue	Mrs A. Abell Finally ran out of excuses why he has not completed his homework	Detention Music - 10yz/Mu4 - Wed:6	Resolved	20
28/02/2021 Disruptive Behaviour in Class	Mr A. Blacker Acting out balcony scene from on top of the table - he was Romeo!!	English - 10yz/En3 - Tue:2	Unresolved	10
17/02/2021 Defiance	Mrs A. Abell -	Actions Agreed German - 10X/Gn2 - Tue:2	Resolved	10
Total Negative Points				816

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.

BEHAVIOUR RECORDS LESSON BEHAVIOUR DETENTIONS REPORT CARDS					
Date ↑	Type ↑	Location ↑	Start Time ↑	End time ↑	Attended ↑
06/03/2021	Creative Faculty Detention	Art Room 1	09:46:00	16:00:00	Not Attended
02/03/2021	SLT Detention	Business Studies 1	12:00:00	12:30:00	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 are able to see who awarded the points and the reason for the award.

See the example below.



Type & Date ↑	Comment & Teacher ↑	Activity & Info ↑	Award ↑	Points ↑
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	- Achievement Award	15
17/03/2021 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	- Achievement Award	10
17/02/2021 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	- Achievement Award	30
01/11/2015 Academic Achievement	Mr Adrian Blacker Jimmy has learned PHP on his own time as a result has	Information & Communicati	-	
Total Achievements Points				145

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
Better Surgery	01924 856102	None recorded	20 East Street, East Town, United

Update Information

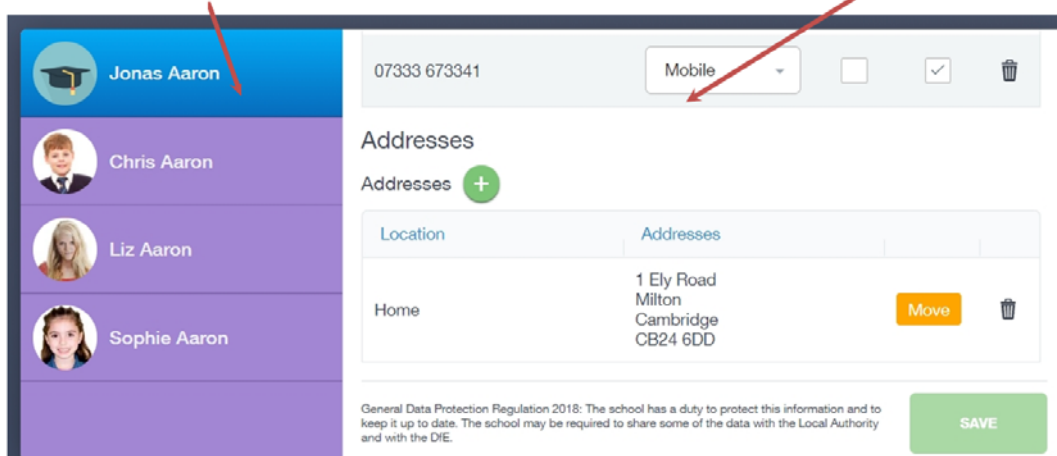
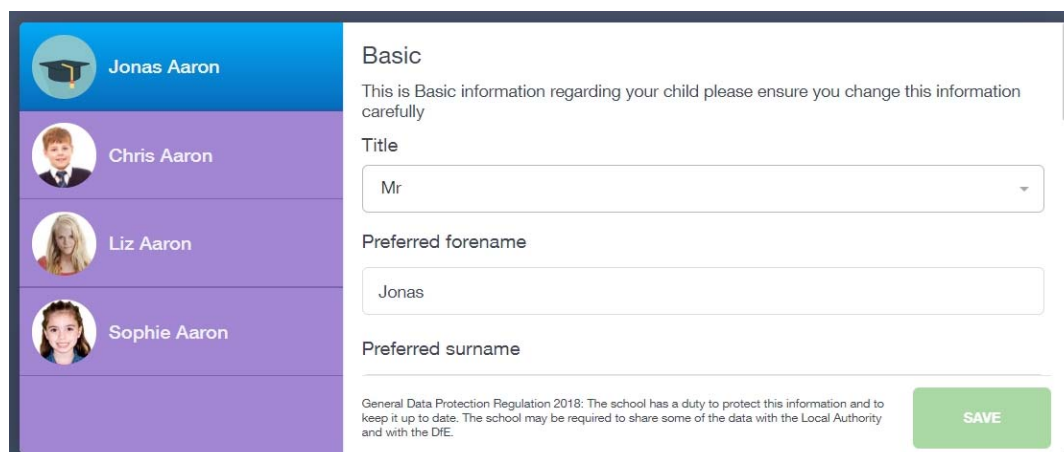


This section shows you the contact information that the school has on record for yourself and your children.

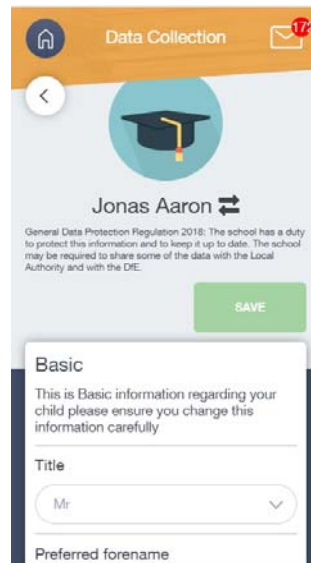
Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating 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.

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.



The screenshot shows the 'Data Collection' screen in the Edulink One app. At the top, there is an orange header with a home icon, the text 'Data Collection', and a notification icon with '17/20'. Below the header is a back arrow icon and a graduation cap icon. The name 'Jonas Aaron' is displayed with a double-headed arrow icon. A small text block mentions 'General Data Protection Regulation 2018'. A green 'SAVE' button is visible. A modal window titled 'Basic' is open, containing a warning message and a form with a 'Title' dropdown menu (currently set to 'Mr') and a 'Preferred forename' field.

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.

The example below shows you how to select the time and date for the absence request and the reason for the absence.

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

DOWNLOAD EXAM TIMETABLE EXAM ENTRIES EXAM RESULTS					
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.

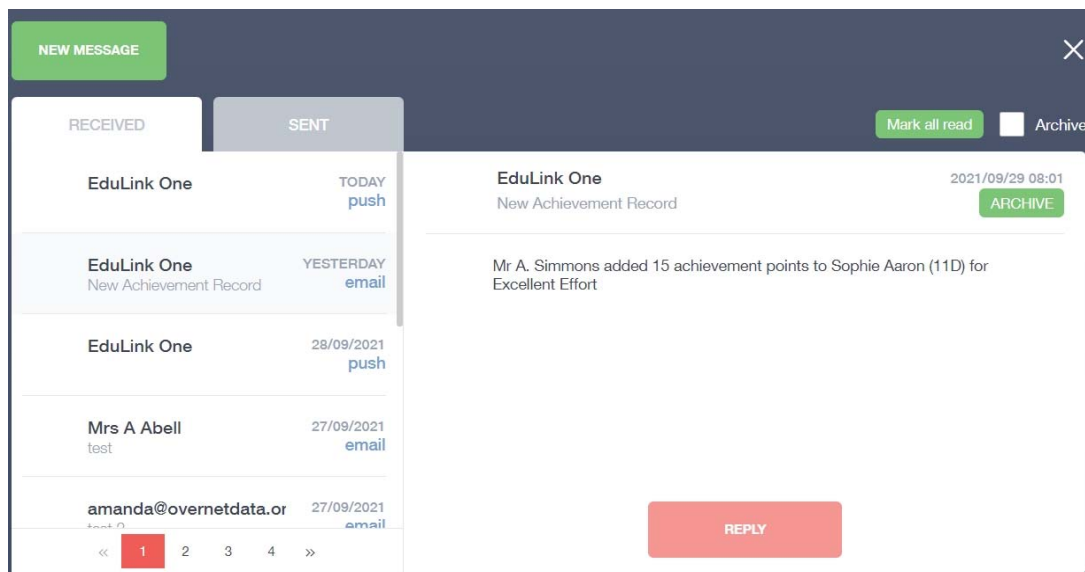
 <p>Jimmy Abbey</p>	Address	59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code	MK40 1RZ
	Gender	Male	Year	Year 13
	Form Group	G	Form Tutor	Mr Martin Unwin
	Date Of Birth	17-04-1998		

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. You can not reply to messages, however. If you have an email address registered with us, these messages are also forwarded to it.

In the example below, the received tab is where any messages sent to you from the school will be.



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.

<p>Chris Aaron</p>	<p>Father</p> <p>Mr Jonas Aaron</p>	<p>Parental Responsibility</p> <p>✓</p>
	<p>Address</p> <p>1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom</p>	<p>Phone Number</p> <p>07333 673341</p>
	<p>Email</p> <p>Aaron@example.com</p>	<p>Mobile Phone</p> <p>07333 673341</p>
	<p>Priority</p> <p>1</p>	

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
-------	----------

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

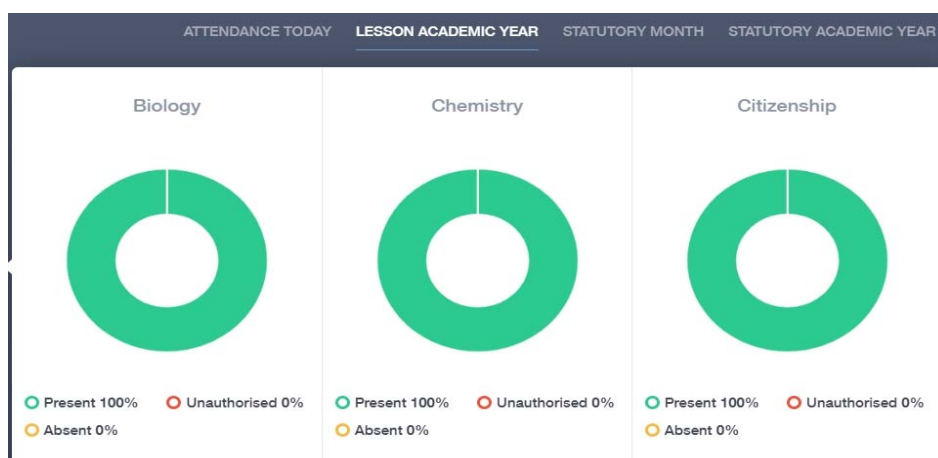
Statutory

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

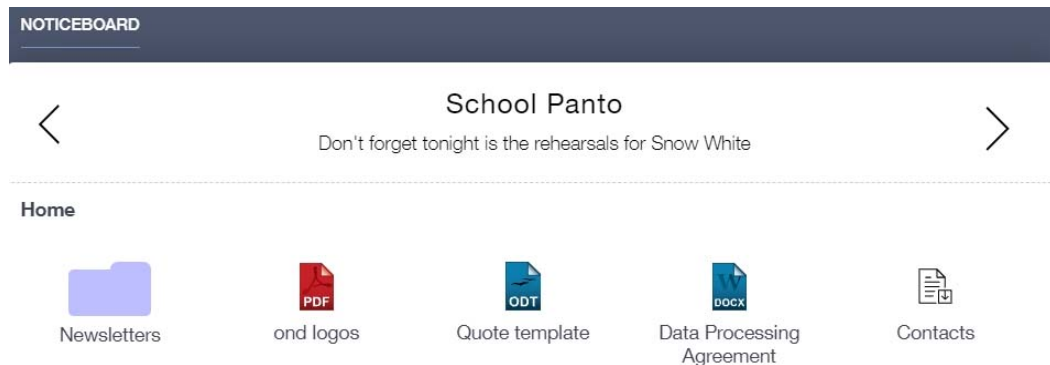
	Working below Target
	Working on Target
	Working Above Target

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.

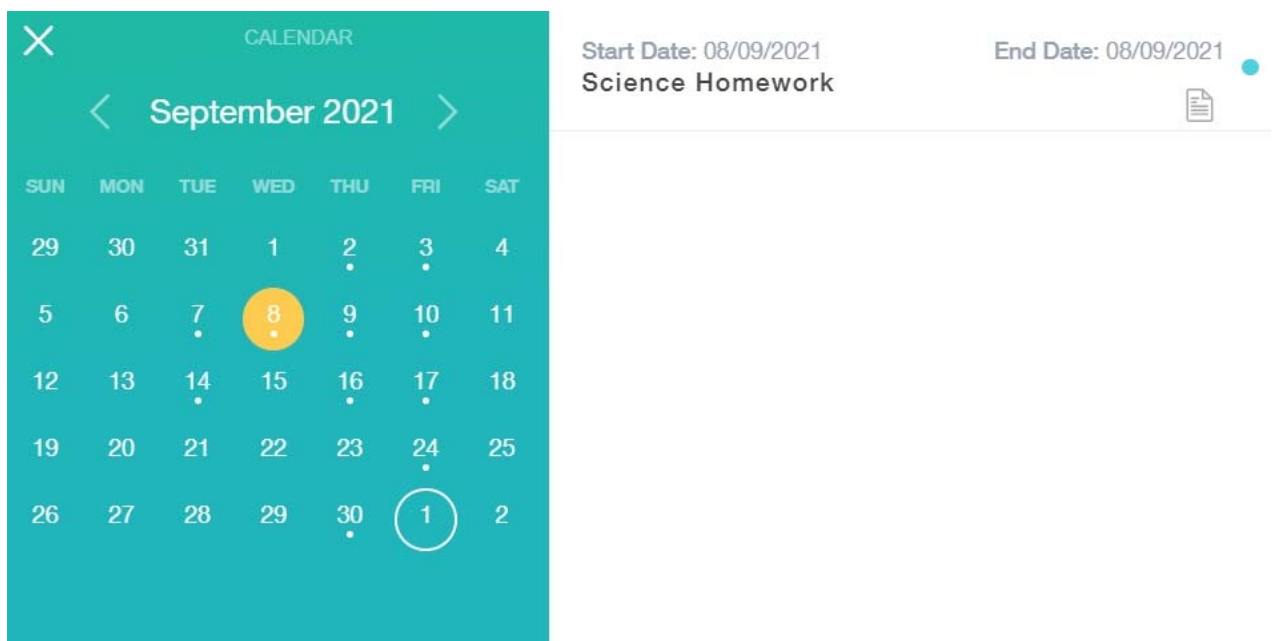


Calendar



If your school has enabled the calendar in Edulink One, you can see the events that are going on at the school, such as term dates, staff training days, school events and more.

Homework can also be displayed for parents, linking the calendar up with the homework area in Edulink One.



Manage Your Calendar

To manage your calendar, you need to go to the cog in the top left corner of the screen and click on it. Then, you need to click on Manage iCal.

Manage iCal

Logout

In **Exports**, you can export your child's Timetable and school Calendar. To do this, press on the 'toggle' to turn on the export and then copy the link.

Exports

Name	Toggle	Copy
Timetable	<input checked="" type="checkbox"/>	Link
Calendar	<input checked="" type="checkbox"/>	Link

Afterwards, go to **Imports** and press the **+Add** button.

Imports

ADD 

Import your child's timetable and school calendar into your personal calendar, such as Microsoft 365, by pasting the link in the URL field. Give the calendar a name and click the Add button.

ADD IMPORT



Name *

Url *

CANCEL

ADD

Clubs



Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.

Name	Location	Capacity	Next Session
Film Club	EN1	0/30	15:20 pm Tuesday, 5 October

To help your child join a club, click on the club in the **All Clubs** tab.

Name	Location	Capacity	Next Session
Film Club	EN1	0/30	15:20 pm Tuesday, 5 October

Click on Club

Once you have clicked on the club, a new window opens where you can read about the club and decide to join it.

CLUB DETAILS
✕

Film Club

Location: EN1 **Leaders:** Mrs A. Abell, Miss H. Green

Description:
 Learn to watch films critically and eventually make your own!
 This club is perfect for the young director, actor or film buff.

All Dates:

Date	Attendance	Start	End
Tuesday, 5 October		15:20	16:20
Tuesday, 12 October		15:20	16:20
Tuesday, 19 October		15:20	16:20

JOIN CLUB

To join the club, parents should click on the **Join Club** button. It will now appear in your **My Clubs** tab.

CLUB DETAILS



Year 8 Girls Hockey Training

Location: Field

Leaders: Mrs A. Abell

Description:

This club is for girls in year 8 who wish to join our hockey team.

Training takes place Wednesday lunch times and Friday's after school.

Please make sure that you bring your winter PE kit including shin pads, hockey sticks can be provided for anyone needing one.

All Dates:

Date	Attendance	Start	End
Wednesday, 20 February		13:00	13:45
Wednesday, 27 February		13:00	13:45
Wednesday, 6 March		13:00	13:45

If your child has not been joined to a club by a teacher (such as revision sessions), you can choose to unbook a club. If the teacher signed your child up, your child will need to attend the club and must ask the teacher to leave, e.g. exam is now over so your child no longer needs to attend the revision session. You would need to contact your school's teacher to leave a club the teacher has signed them up to.

Parents can also view a child's attendance at a club. This appears after the fact and not during the session of the club.

Date	Attendance	Start	End
Monday, 6 September	✓	17:00	17:30
Friday, 24 September	✓	14:45	15:15