



Parent Guide for  
Shireland Collegiate Academy

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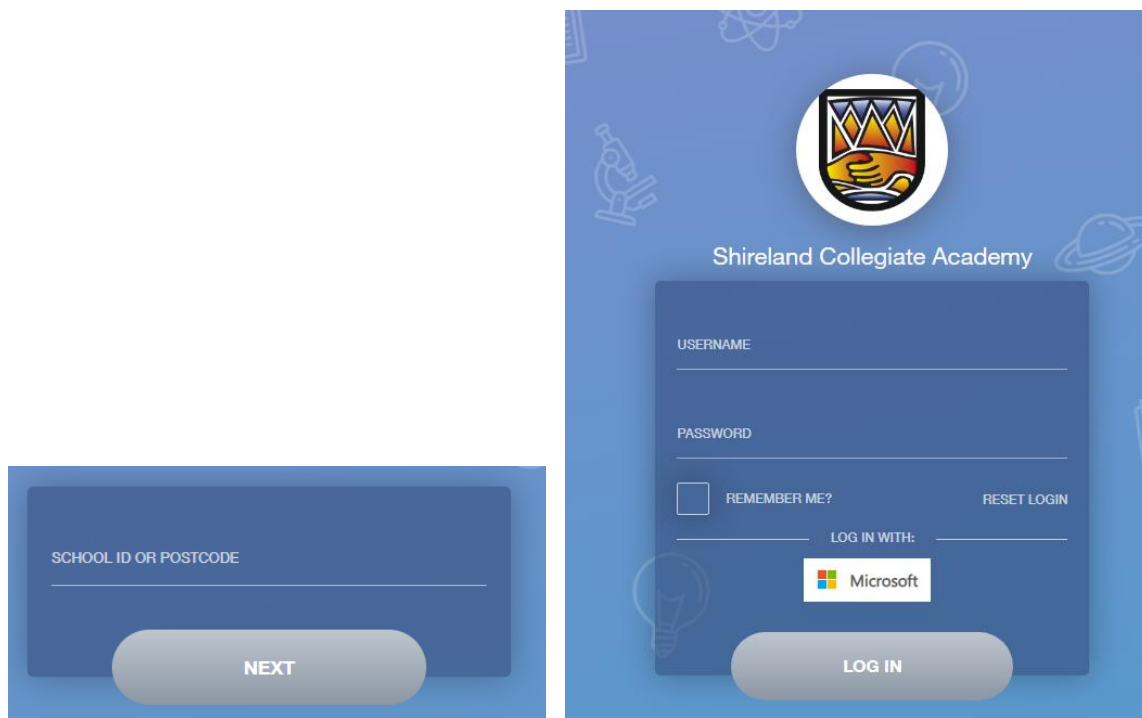
**SHIRELAND**  
COLLEGIATE ACADEMY

## A Parents' 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.

### Web Browser Instructions

If you do not have a device suitable for the app, you can access the same great features online at <https://www.edulinkone.com/#!/login>. For School ID / Postcode, please use shireland.



The image displays two screenshots of the EduLink One login interface. The left screenshot shows a 'SCHOOL ID OR POSTCODE' input field with a 'NEXT' button below it. The right screenshot shows the main login screen for Shireland Collegiate Academy, featuring a logo at the top, 'USERNAME' and 'PASSWORD' input fields, a 'REMEMBER ME?' checkbox, a 'RESET LOGIN' link, a 'LOG IN WITH:' section with a Microsoft logo, and a 'LOG IN' button at the bottom.

Your **username** and **password** which will have been emailed out to you from the school.

Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

**If you forget your username or password, please contact the school.**

### 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

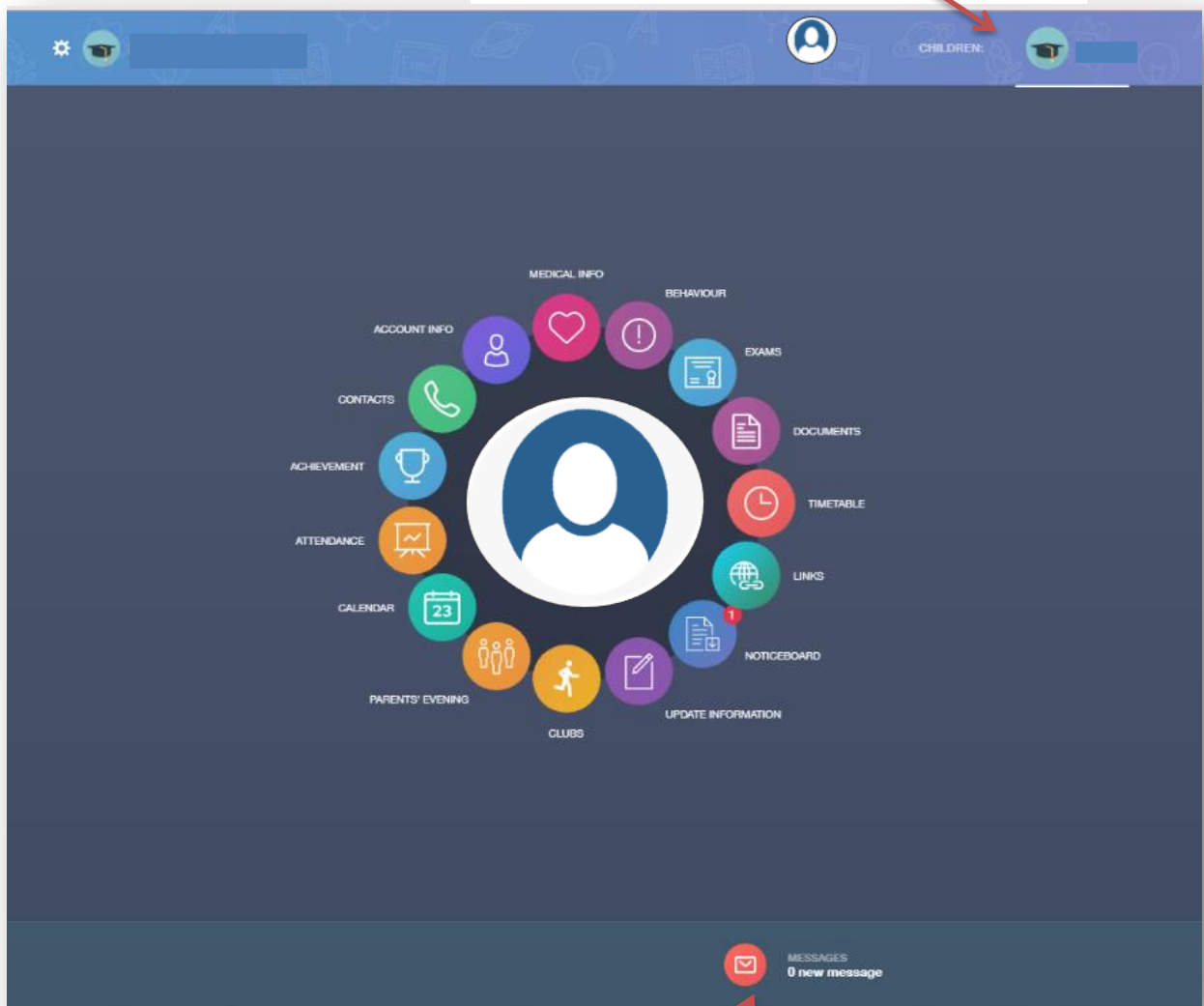
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>

## Main Screen

Once logged in you will see the main screen in Edulink One, where you will be able to navigate through the different sections of Edulink One to view a selection of information about your child/children.

Please see an example of the main screen.

If you have more than one student in school, it's easy to switch between each one. Just select which you would like to view in the top right-hand corner.



The **messages** button will let you know if you have any unread messages from the school.

## Documents



In this section you will find all the individual documents related to your child that have been shared by the school

Historical documents 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 March 2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	8 March 2013	

## Medical Info



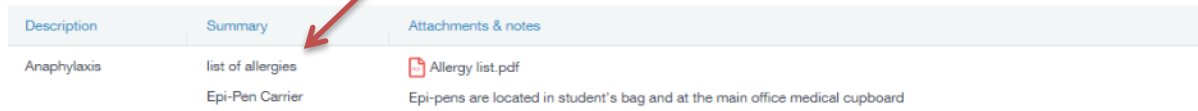
This section contains medical information which you have supplied to the school regarding your child. Details on medical conditions, medical notes, medical practices, and medical events such as appointments can all be viewed here. Allergy lists and other attachments are able to be downloaded in PDF format.

Emergency Consent:

### Dietary Needs

No nuts of any type/quantity

### Medical Conditions



Description	Summary	Attachments & notes
Anaphylaxis	list of allergies Epi-Pen Carrier	Allergy list.pdf Epi-pens are located in student's bag and at the main office medical cupboard

### Medical Notes

Summary	Last update	Attachment / note
Scan of Epi-pen user guide	2017-09-21	Epi-pen_Guide.pdf
Epi-Pen location	2017-09-21	Epi-pens are located in students bag and at the main office medical cupboard

## 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.

**Contact Details**

Emails +

Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Telephones +

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

**SAVE**

**Family/Home**

Family contacts

Priority	Name	Relationship	Phone
1	David Abbey	Father	<input checked="" type="checkbox"/>
2	Pip Americana	Mother	<input checked="" type="checkbox"/>

Addresses

Addresses +

Location	Addresses

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

**SAVE**

## 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.


Click here to access your child's timetable

Period	Subject	Room	Teacher	Start	End
AMD	-	-	-	08:35	08:45
Reg	Registration (7-C)	7.3	Mrs V Bradley	08:45	08:55
Tut	Registration (7-C)	7.3	Mrs V Bradley	08:55	09:25
1	Science (7-Sc3)	S1	Mrs H Bains	09:25	10:25
2	Literacy for Life (7-L4L3)	7.3	Mrs V Bradley	10:25	11:40
3	Literacy for Life (7-L4L3)	7.3	Mrs V Bradley	11:40	12:40
4	Literacy for Life (7-L4L3)	7.3	Mrs V Bradley	12:40	14:15
5	Literacy for Life (7-L4L3)	7.3	Mrs V Bradley	14:15	15:15
Tut	Registration (7-C)	7.3	Mrs V Bradley	15:15	15:25
6	-	-	-	15:25	16:00

## Account Info



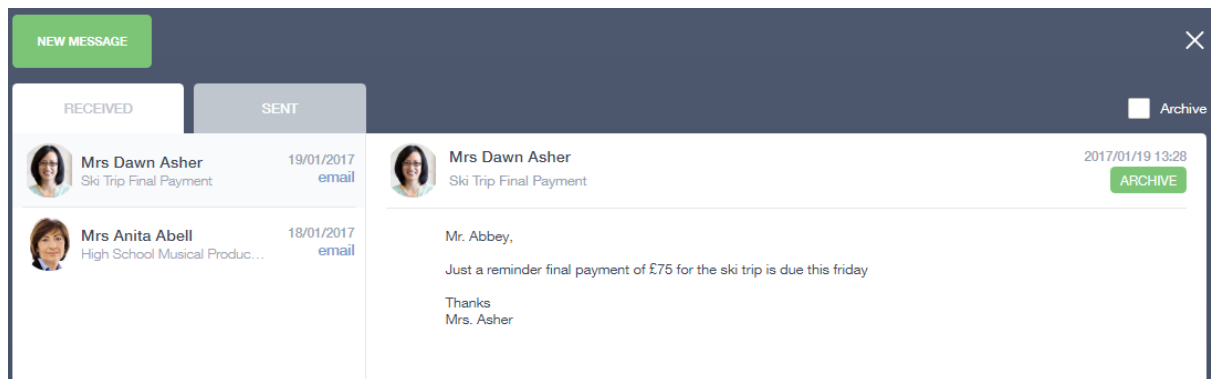
Here you can view the current address details we have on file for your child, other information on your child's year group, house and tutor are also available.

 Jimmy Abbey	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 reply back to messages here directly. You can also write and send messages to one or more teachers and your child's tutor.



The screenshot shows a messaging application interface. At the top left is a green button labeled 'NEW MESSAGE'. Below it are two tabs: 'RECEIVED' and 'SENT'. The 'RECEIVED' tab is active, showing two messages:

- From Mrs Dawn Asher, dated 19/01/2017, subject 'Ski Trip Final Payment', with an 'email' link.
- From Mrs Anita Abell, dated 18/01/2017, subject 'High School Musical Produc...', with an 'email' link.

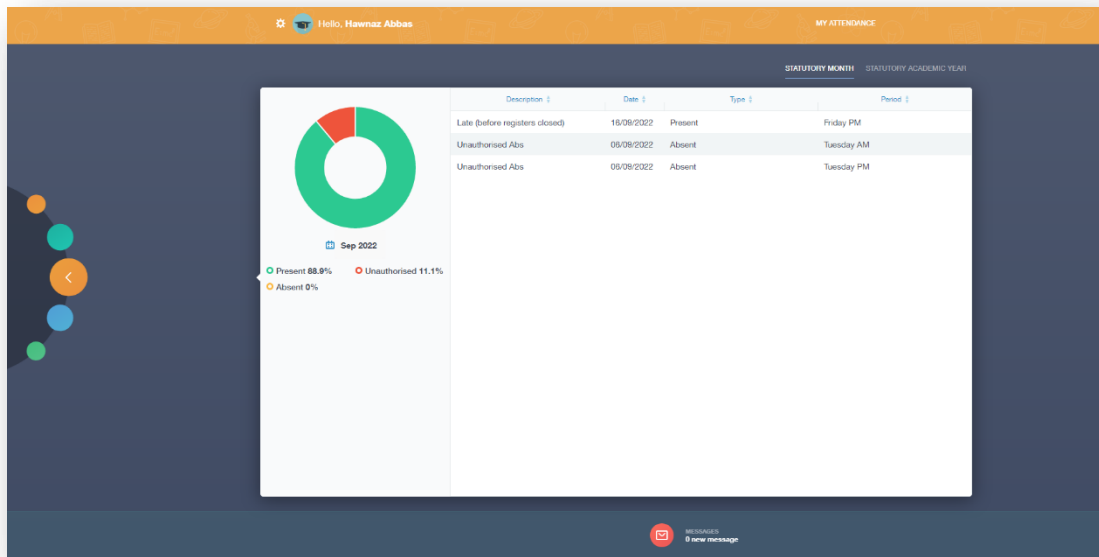
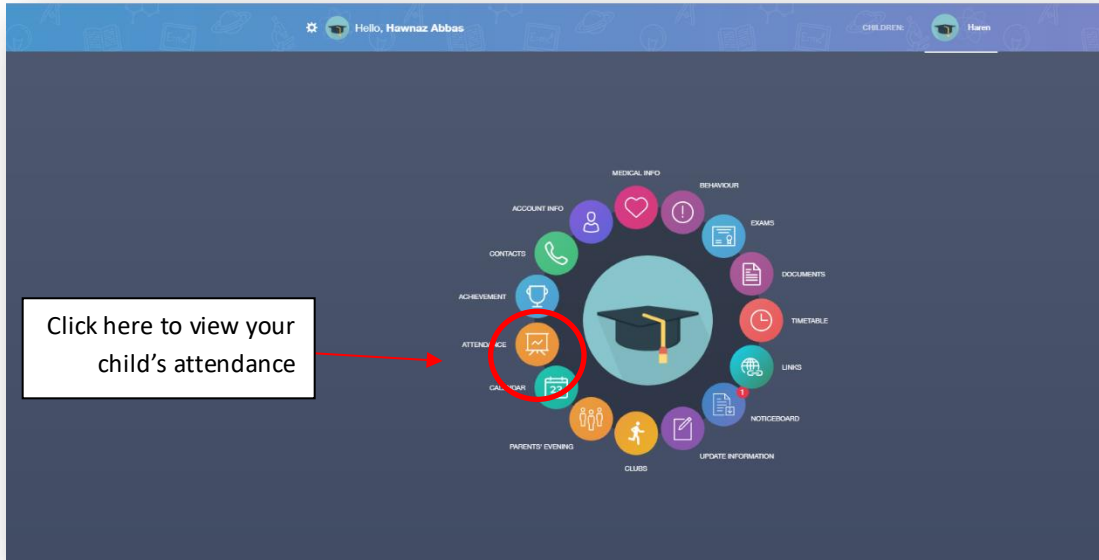
The 'SENT' tab is currently empty. On the right side of the interface, there is a search bar, an 'Archive' checkbox, and a close button (X). A message from Mrs Dawn Asher is displayed in the main area, dated 2017/01/19 13:28, with an 'ARCHIVE' button. The message content is:

Mr. Abbey,  
Just a reminder final payment of £75 for the ski trip is due this friday  
Thanks  
Mrs. Asher

# Attendance



In this section you can view information on your child's attendance.





## Achievements



This section is where you can view information on positive achievements which 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 ↑
16/09/2022 ePraise Weekly Total	Mrs K. Bates Epraise points from 9th September 2022 to 16th September 2022 [EPRAISE ID:8352671] [Wonde:A1125084257]	- -	Achievement Award	4

Total Achievements Points 4

## Clubs



Book your child's clubs via Edulink One and view whether your child has attended. Club leaders will automatically have access to emergency contacts and any relevant medical information, meaning no more form filling so long as you keep your contact information up to date.

MY CLUBS ALL CLUBS

Name ↓	Location ↓	Capacity ↓	Next Session ↓
All year Netball - Thursday	Courts	31/50	15:25 pm Thursday, 22 September
All Years Badminton - Mondays	Hadley Hall	14/30	15:25 pm Monday, 26 September
All years Netball - Friday	Courts	33/50	15:25 pm Friday, 23 September
All Years Rugby - Thursday	Hadley 3G	25/40	15:25 pm Thursday, 22 September
Year 7 Basketball - Tuesday	Hadley Hall	9/Unlimited	15:25 pm Tuesday, 27 September

CLUB DETAILS ✕

### All years Netball - Friday

**Location:** Courts **Leaders:** Mrs S. Brooks, Ms A. Morrison

**Description:**  
-

**All Dates:**

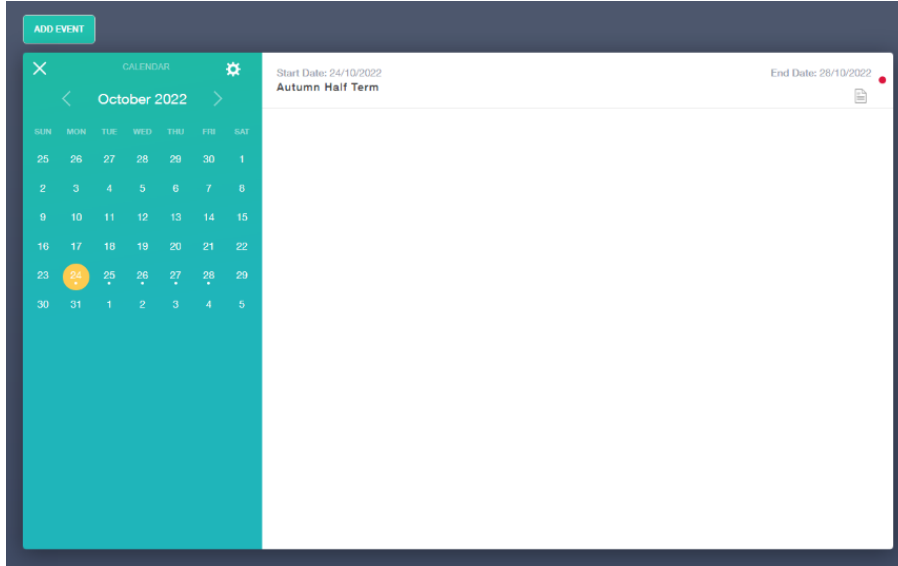
Date	Attendance	Start	End
Friday, 16 September		15:25	16:30
Friday, 23 September		15:25	16:30
Friday, 30 September		15:25	16:30

[JOIN CLUB](#)

## Calendar



Take a look at the academic calendar for the year ahead. View term dates, training days and school holidays.



## Parents' Evening



View any upcoming Parents' Evenings and book your timeslots with each teacher.

Name	Information	Date	Start time	End time
Year 7 and 8 Settling In Evening - Wednesday, 26 January	Year 7 and 8 Settling In Evening is taking place on Wednesday, 26 January from 4pm until 6.30pm. Please book an appointment with your child's form tutor.	26/01/2022	16:00	18:30
Year 7 and 8 Settling In Evening - Tuesday, 18 January	Year 7 and 8 Settling In Evening is taking place on Tuesday, 18 January from 3.40pm until 4.45pm. Please book an appointment with your child's form tutor. If there are no appointments available during this evening, you can book an appointment on our follow up evening taking place on Wednesday, 26 January.	18/01/2022	15:40	16:45

START APPOINTMENTS PRINT

Slot: Registration  
Tuesday, 18 January  
15:40 - 16:45  
Learner

26/01/2022

16:00	
16:05	
16:10	
16:15	
16:20	
16:25	
16:30	
16:35	
16:40	
16:45	
16:50	

BOOK SLOT

Date: 2022-01-26 16:10:00

Subjects: Registration

Learner: Haajar Ledgister

Comment:

Add comment

CANCEL BOOK