



Parent Guide for St Matthew's RC High School

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.

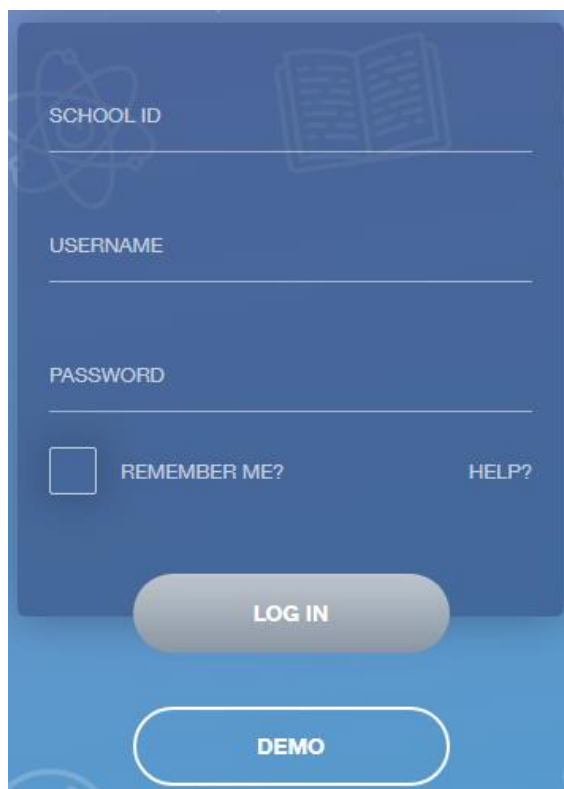
Web Browser Instructions

Visit <https://www.edulinkone.com/> then you will see the screen to the right, which requests your school ID as well as your username and password.

The **SCHOOL ID** is **smrchs**

Your **username** and **password** has been sent out via email to you if we have an email address for you.

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



The screenshot shows a login interface with the following elements:

- Input field for SCHOOL ID
- Input field for USERNAME
- Input field for PASSWORD
- Checkbox for REMEMBER ME?
- Link for HELP?
- LOG IN button
- DEMO button

Downloading and Using the App

The EduLink One app is by far the easiest and most convenient way of using EduLink.

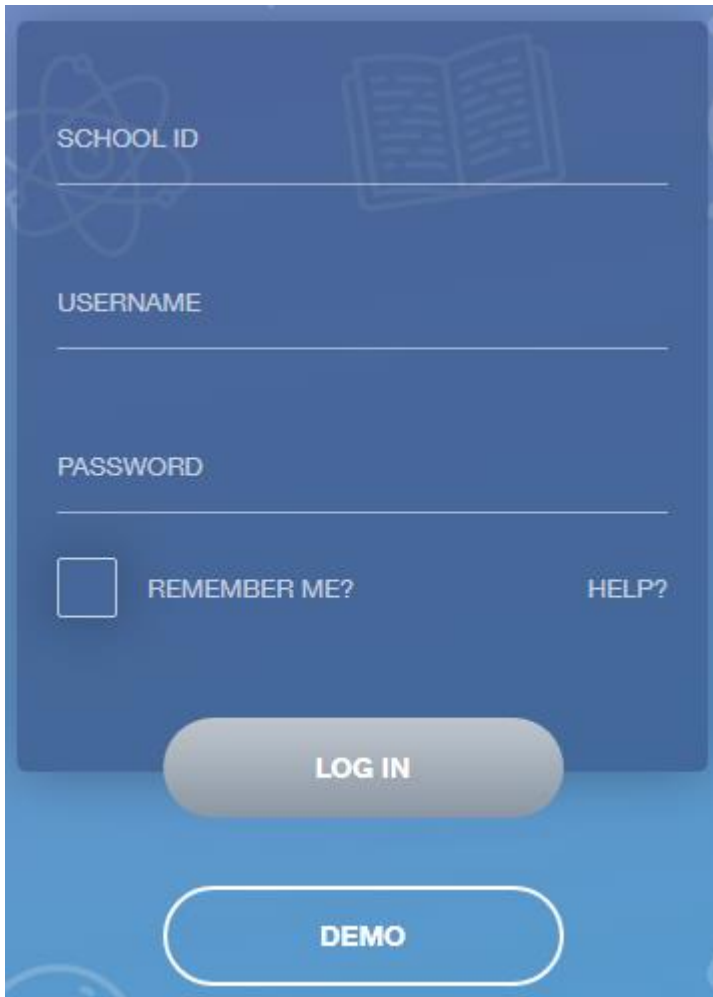
The EduLink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

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>

A screenshot of a mobile application login screen. The background is a dark blue gradient with faint icons of an atom and an open book. The form consists of three input fields: 'SCHOOL ID', 'USERNAME', and 'PASSWORD', each with a white underline. Below the 'PASSWORD' field is a checkbox labeled 'REMEMBER ME?' and a link labeled 'HELP?'. At the bottom, there are two buttons: a solid grey 'LOG IN' button and a white-outlined 'DEMO' button.

If you are using the mobile app you will see the screen to the left.

The **SCHOOL ID** is **smrchs**

Followed by your **USERNAME & PASSWORD** has been sent out via email to your email address.

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 email contact@smrchs.com

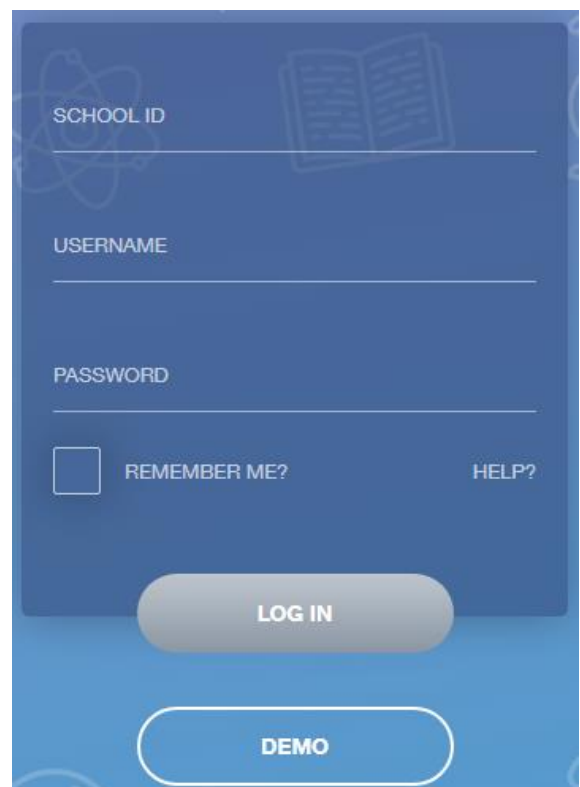
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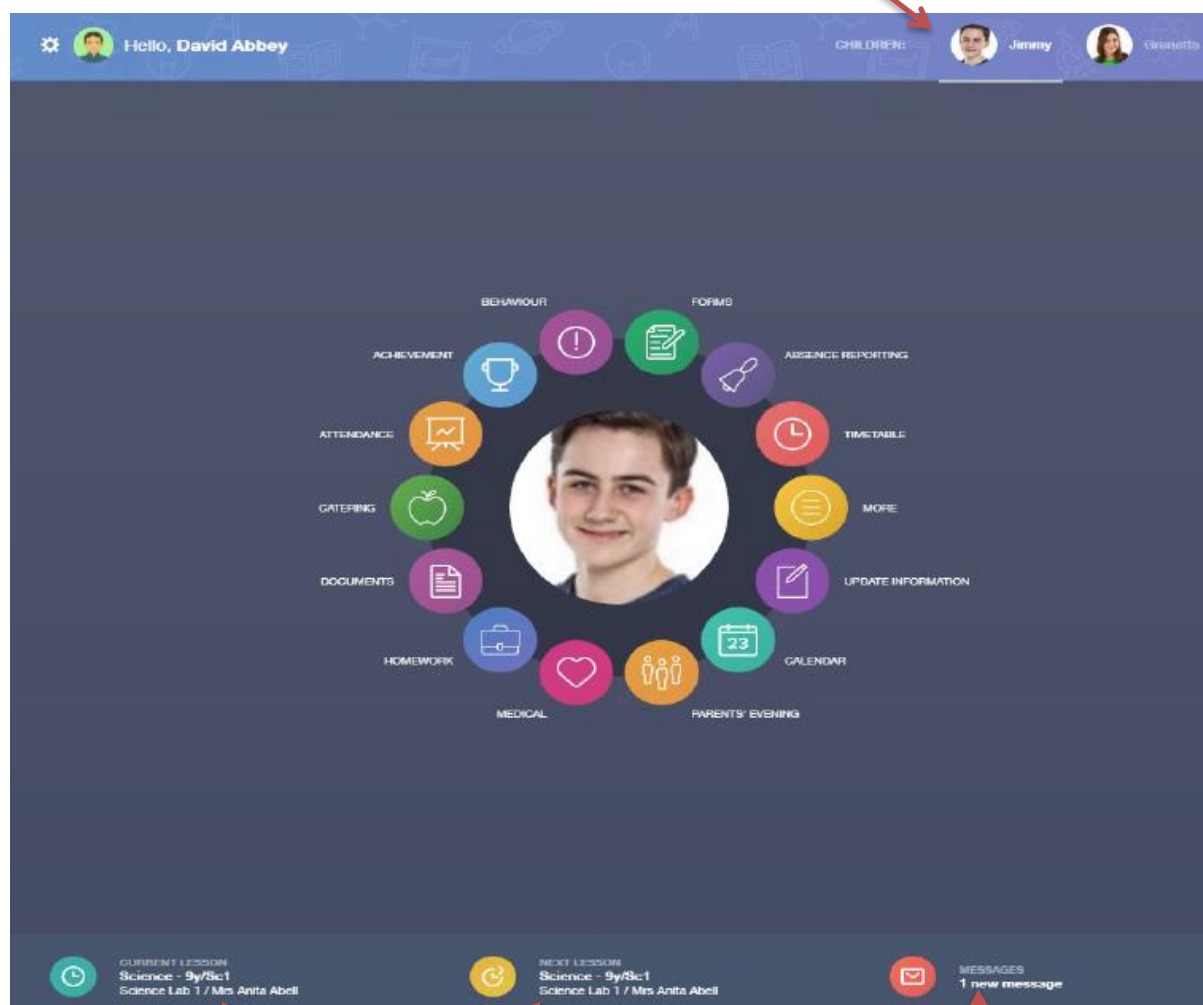
A screenshot of a web browser login screen. The layout is identical to the mobile app version, featuring a dark blue background with faint atom and book icons. It includes input fields for 'SCHOOL ID', 'USERNAME', and 'PASSWORD', a 'REMEMBER ME?' checkbox, a 'HELP?' link, and 'LOG IN' and 'DEMO' buttons at the bottom.

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. The various options may vary between schools.

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.



This bar shows you what **lesson** your child is currently in, along with the next lesson in their timetable.

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 on which day this has happened and various details about the incident.

Type & Date †	Comment & Teacher †	Action & Info †	Location & Status †	Points †
27-01-2020 Not Equipped for Lesson	Mrs A. Abell -	Discussed with Pupil -	- Unresolved	10
24-01-2020 Defiance	Mrs A. Abell -	Cooling Off Period -	- Unresolved	10
21-01-2020 Bullying	Mrs A. Abell -	Actions Agreed -	Classroom Unresolved	50
21-01-2020 Disruptive Behaviour in Class	Mrs A. Abell -	- -	- Review in 2 Weeks	10
21-01-2020 Damage to Property	Mrs A. Abell -	Actions Agreed -	- Unresolved	25

+ Total Negative Points 105

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 or not your child has attended.

BEHAVIOUR RECORDS			DETENTIONS		LESSON BEHAVIOUR
Date †	Type †	Location †	Start Time †	End time †	Attended †
15-10-2015	Head of Year	Main Hall	15:05:00	16:00:00	Attended
06-10-2015	Lunchtime Detentions	Maths Room 1	12:00:00	12:30:00	Not Recorded

Achievement



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
02-05-2016 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	Achievement Award	10
01-04-2016 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	Achievement Award	15
17-03-2016 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	Achievement Award	10
17-02-2016 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	Achievement Award	30
01-11-2015	Mr Adrian Blacker	Information &	Total Achievements Points 145	

Catering



Here you can check the remaining balance of your child's school cashless catering account. Details of purchased items from the canteen are also broken down into a list including dates and times so you can see what your child has purchased each day.

Date & Time	Items	Amount
08:56 06-10-2015	Back Office Topup	£500.00
14:07 28-04-2016	CEREAL w/ MILK	£0.50
	FRUIT YOGHURT	£0.50
	FRESH FRUIT	£0.30
	FRESH FRUIT	£0.30
Balance		£498.40

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.

Priority	Name	Relationship	Phone
1	David Abbey	Father	✓
2	Pip Americana	Mother	✓

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

Links



This section is where we will add useful links for parents and students. It is empty at the moment but this will grow over the next few weeks.

Exams



The exams section will contain detailed information about external exams that your child will be sitting (KS4 students only). This is empty at the moment but will be populated next year when we approach exams season.

It will include times and dates along with the exam name and location. Your child also has access to this so they can keep track of upcoming exams themselves.

Exam Timetable

EXAM TIMETABLE EXAM ENTRIES						
0 days, 23 hours and 44 minutes until the start of CHEM4 GCE Chemistry Unit 4 exam						
Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration	
14 Jun 2016 1:00 PM	AQA GCE/B	CHEM4 GCE Chemistry Unit 4	Hall	H2	1hr 45m	
TBA TBA	EDEXL/GCSE GCSE/B	51T02F Ict 2 Option F (Prom MAY2015)	TBA	TBA		
16 Jun 2016 1:00 PM	OCR GCE/B	F214 Biology	Gymnasium	E8	1hr 15m	
20 Jun 2016 9:00 AM	AQA GCE/B	PHYA4 GCE Physics A Unit 4 (GCE Physics A Unit 4 Written and OT)	Gymnasium	E2	1hr 45m	

Exam Entries

EXAM TIMETABLE			EXAM ENTRIES
Season	Board & Level	Code & Exam	
2016 Summer Exams	AQA GCE/A	2421 GCE Chemistry ADV	
2016 Summer Exams	AQA GCE/B	PHA6X GCE Physics A Unit 6X	
2016 Summer Exams	AQA GCE/B	CHEM5 GCE Chemistry Unit 5	
2016 Summer Exams	OCR GCE/B	F214 Biology: Commnctn, Hmstss & Enrgy	
2016 Summer Exams	AQA EXPJ/B	7993 Extended Project	
2016 Summer Exams	OCR GCE/B	F216 Biology: Prctcl Skills in Biology 2	

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
Class	Subject	Room	Teacher	Start	Finish					
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55					
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00					
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05					

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.

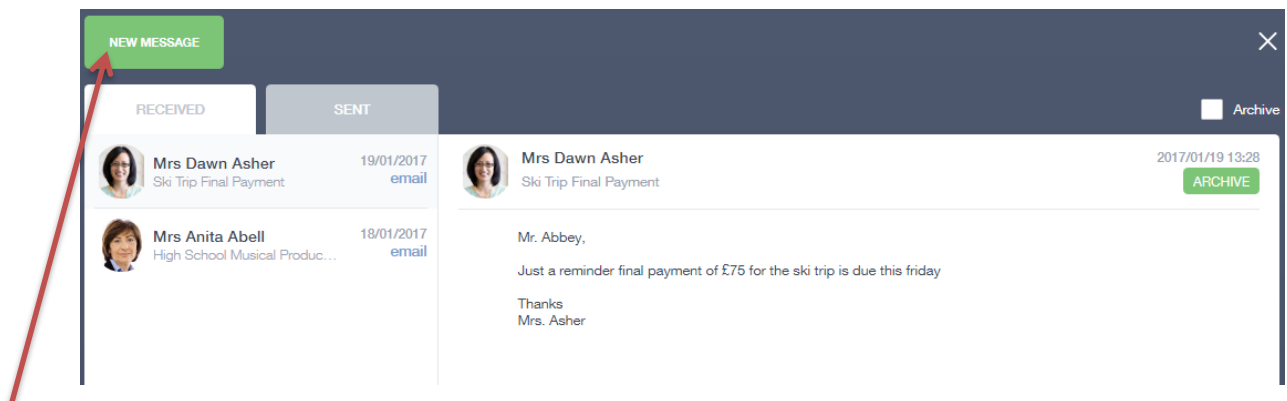
 Jimmy Abbey	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	

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.

In the example below, the received tab is where any messages sent to you from the school will be. You have the option to read and reply from here. The sent box will store messages you've sent through previously.



Homework



The homework section will operate as a standalone homework system where teachers can set homework through EduLink One. 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.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Not submitted	X	

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

HOMEWORK DETAIL

Science Homework
30/06/2020
Science

Set by:
A. Abell

Submission type:
Not submitted

Description:
Please read chapter two of your Science book 2 and complete the question and answer section at the back.

Completed

Once the student has completed the homework assignment they can click Completed. Parents can only view set homework.