



Parent Guide for Pleckgate High School



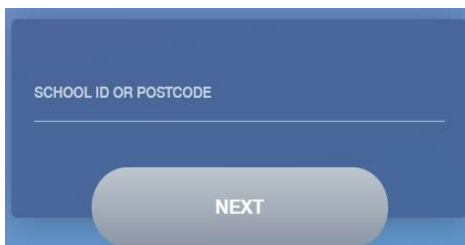
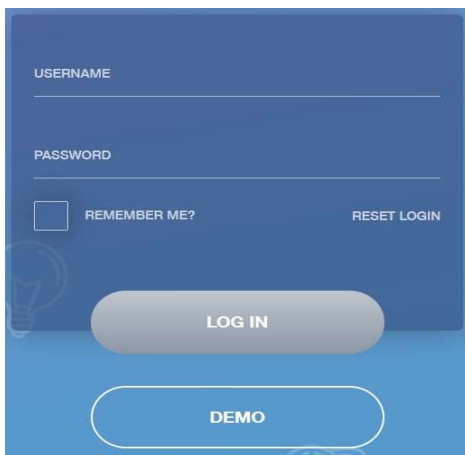
A Parent's Guide to Getting Started with "EduLink One"

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.

Web Browser Instructions

To start, go to <https://www.edulinkone.com/>

you will need to enter your **School ID** or **Postcode (BB1 8QA)** and press **Next**. Your School ID will have been sent to you by the school. **If you forget your username or password, please contact the school.**



Enter your **Username** and **Password** that the school has sent to you.

If you have not received an email with your login details, please email data@pleckgate.com to resolve this issue.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

Downloading and Using the App

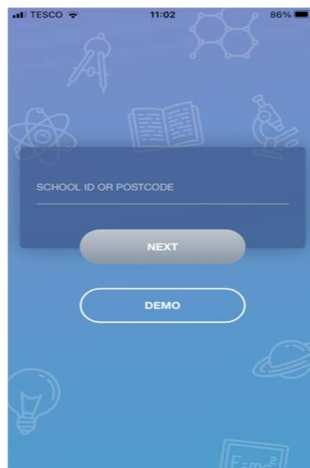
The EduLink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

Apple App Store

<https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4>

Android Google Play

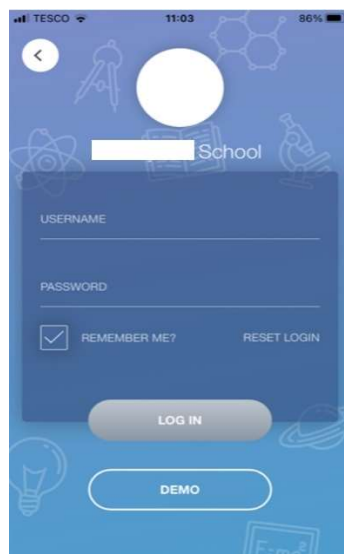
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input your **School ID** or **Postcode (BB1 8QA)** and click the **Next** button to continue.

This is followed by the **USERNAME** and **PASSWORD** screen where you need to enter the login details your school has sent you.

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



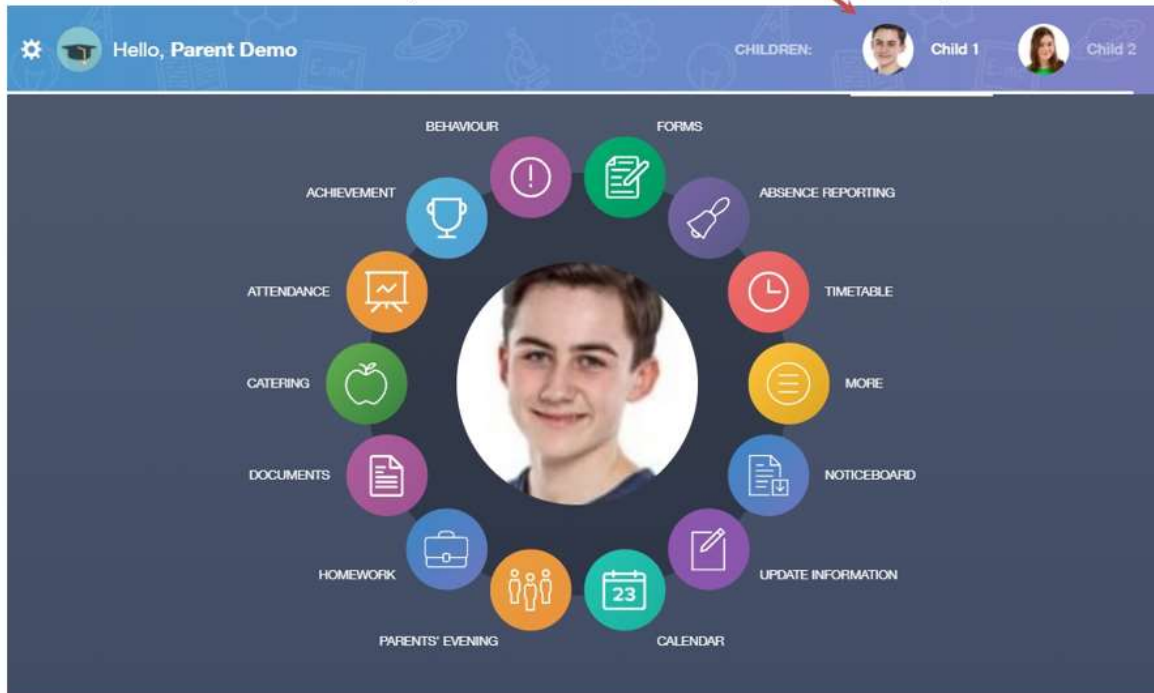
If you forget your username or password, please contact data@pleckgate.com

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.



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 when the incident occurred and details about the incident such as the type, location and the

action taken.

BEHAVIOUR RECORDS					LESSON BEHAVIOUR	DETENTIONS	REPORT CARDS
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	01224 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.

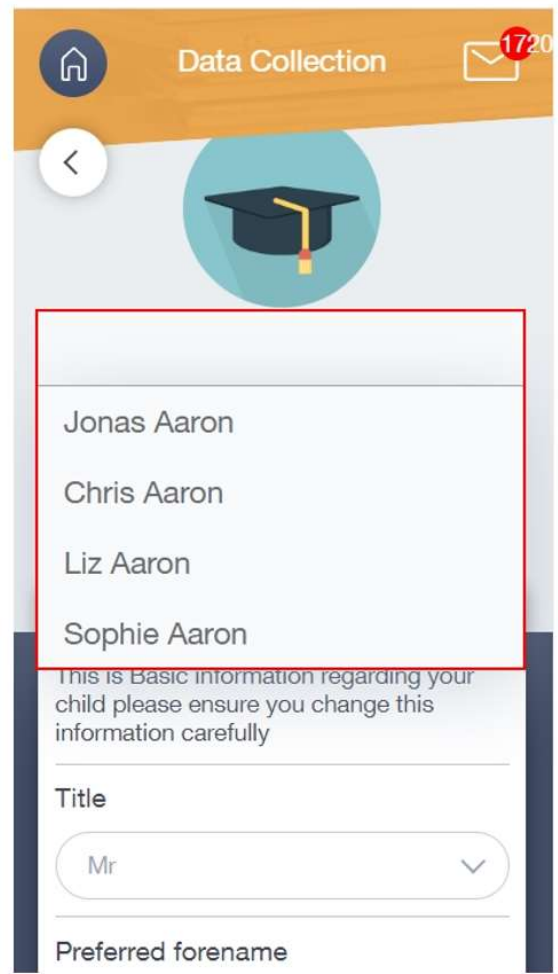
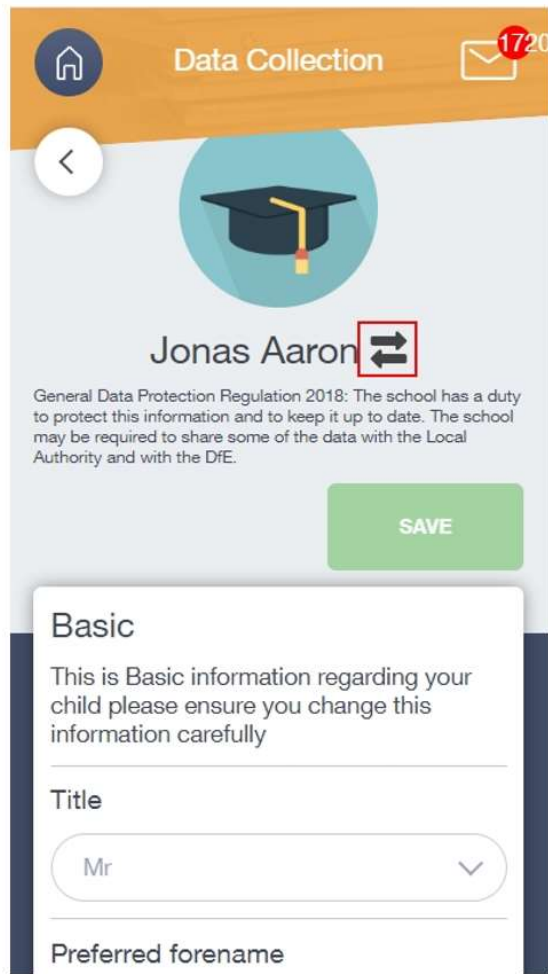
The screenshot shows a web interface with a left sidebar containing a list of children: Jonas Aaron (selected), Chris Aaron, Liz Aaron, and Sophie Aaron. The main area displays contact information for Jonas Aaron, including a phone number (07333 673341) and a dropdown menu set to 'Mobile'. Below this is an 'Addresses' section with a table showing a home address: 1 Ely Road, Milton, Cambridge, CB24 6DD. A 'SAVE' button is at the bottom right.

The screenshot shows the 'Basic' information form for Jonas Aaron. It includes a title dropdown menu (set to 'Mr'), a preferred forename field (containing 'Jonas'), and a preferred surname field. A 'SAVE' button is at the bottom right.

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 mobile app interface for 'Data Collection'. It features a home icon, a notification icon with '1720', and a back arrow. The main content area shows the child's name 'Jonas Aaron' with a bidirectional arrow icon. Below this is a 'SAVE' button and a 'Basic' information form with a title dropdown menu (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.



Links



This section contains links to resources for students to use.

There are also links specifically for parents.



entpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC



Foodban

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

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

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.

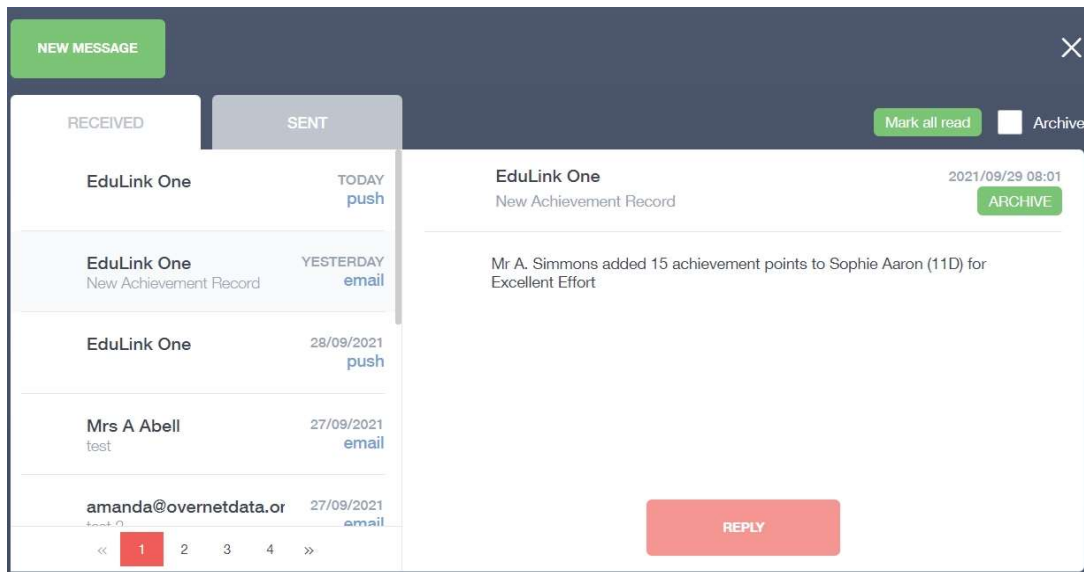
 <p>Jimmy Abbey</p>	Address 59 High Street, Bedford, MK40 1RZ, United Kingdom	Post Code MK40 1RZ
	Gender Male	Year Year 13
	Form Group G	Form Tutor Mr Martin Unwin
	Date Of Birth 17-04-1998	

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.

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 operates as a standalone homework system where teachers can set homework through EduLink One. Teachers have the ability to upload homework using Google Classroom if this has been enabled by their school. However, this is a visual of the homework only. 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.

CURRENT PAST						
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
Today 30/09/2021	Test Notification	Citizenship	28/09/2021 08:50 2 days ago	Not submitted	✗	
Today 30/09/2021	test to google drive	Citizenship	30/09/2021 00:00 today	Not submitted	✗	
In 3135 days 01/05/2030	A future Assignment	edulink class 1	21/07/2021 11:36 71 days ago	Not submitted	✗	

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.

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 should click the **Completed** button to notify their teacher the work has been done. It is important to note that parents can only view set homework.

For work that is to be handed in, the teacher may ask for the work to be emailed or sent to a Teams or Google Classroom location or any shared drive solution the school may use.

CURRENT PAST						
Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	

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

If the teacher has an issue with the homework, then they will contact the student and mark the work as received but not completed as per below.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✗

If the teacher is happy with the completed work, they will mark the work as completed and it will appear with a green check in the received column.

Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

Please Note: Students can add their own homework using the **Add Homework** option. This will not be reviewed by the teacher but can be used to help students create a study plan, self-assessments, etc...

ADD HOMEWORK

Homework title *

Subject

Due date *

ADD HOMEWORK

Rich text editor: B, I, U, 10, HELVETICA NEUE, Text

They would need to provide a title, subject and due date and some text of what this activity is about. This could be used to show teachers extra work completed.


Due Date	Name	Subject & Class	Available	Submission	Completed	Received
In 13 days 28/06/2020	Science	Chemistry	15/06/2020 19:47 today	Not submitted	✗	
In 15 Days 30/06/2020	Science Homework	Science	15/06/2020 19:26 today	Submitted	✓	✓

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

Attendance

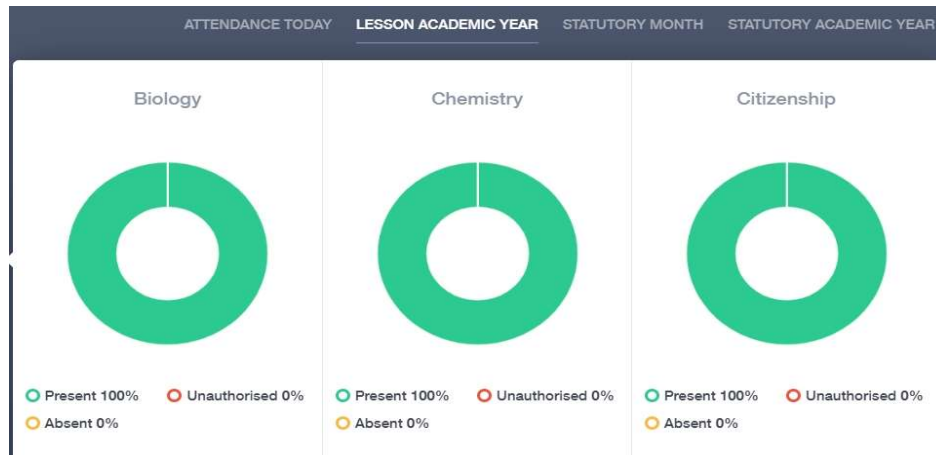


The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

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.

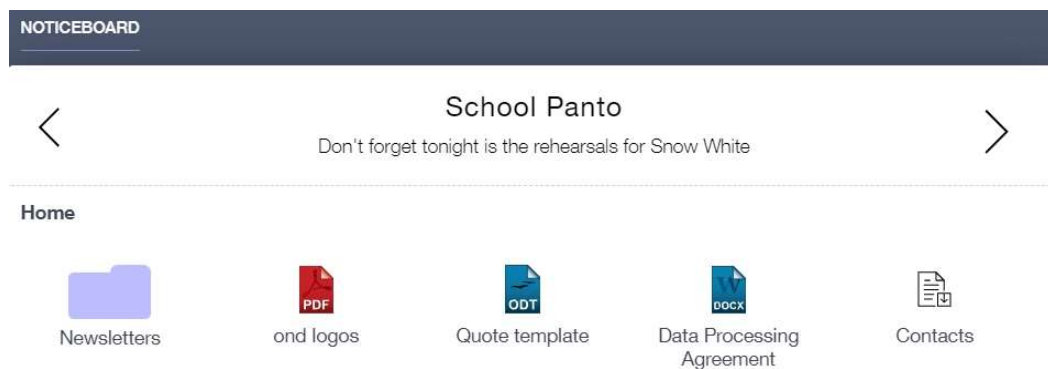


Noticeboard



The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

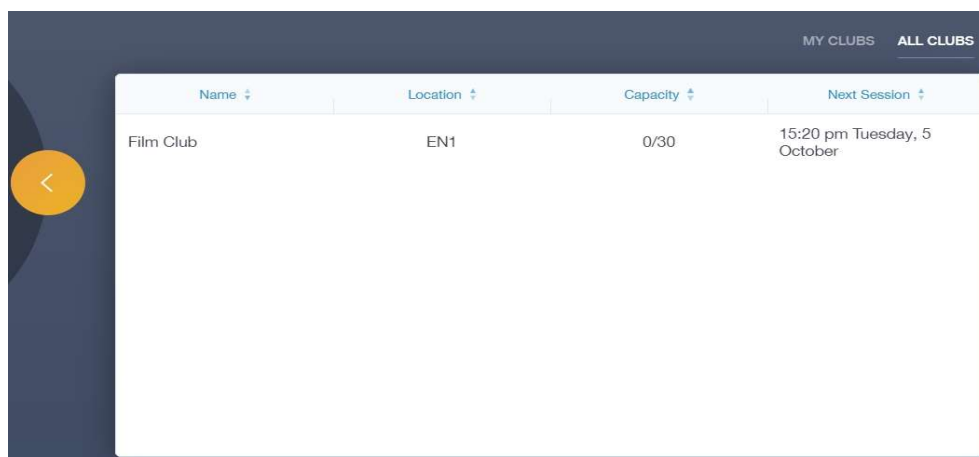
There is also a snippet section at the top that displays important announcements, like the date of the school panto.



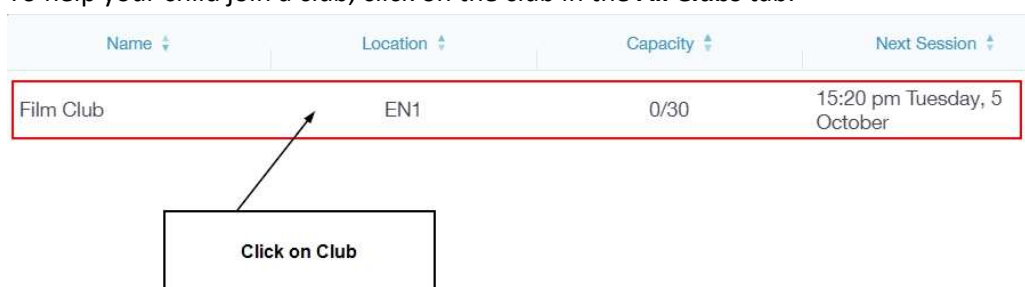
Clubs



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.



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



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



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