

A Guide for Parents to Edulink One



A new home communication system

What is it?

EduLink One is a new package introduced by the school which will enable you to access some information on your child more easily. This includes:

- Their current timetable
- Attendance data, both overall and in individual subjects
- A record of any achievement points awarded
- A record of any behaviour points
- A log of detentions, both historic and those that have been set in our system
- The contact and other key information we hold on your child
- Access to other key documentation such as past school reports
- The ability to book, review and edit Parents Evening appointments

EduLink One has other features which we will bring online over the coming months although hopefully there are already enough features there for you to want to try it out!

Access

There are two ways to access EduLink One, through its website:

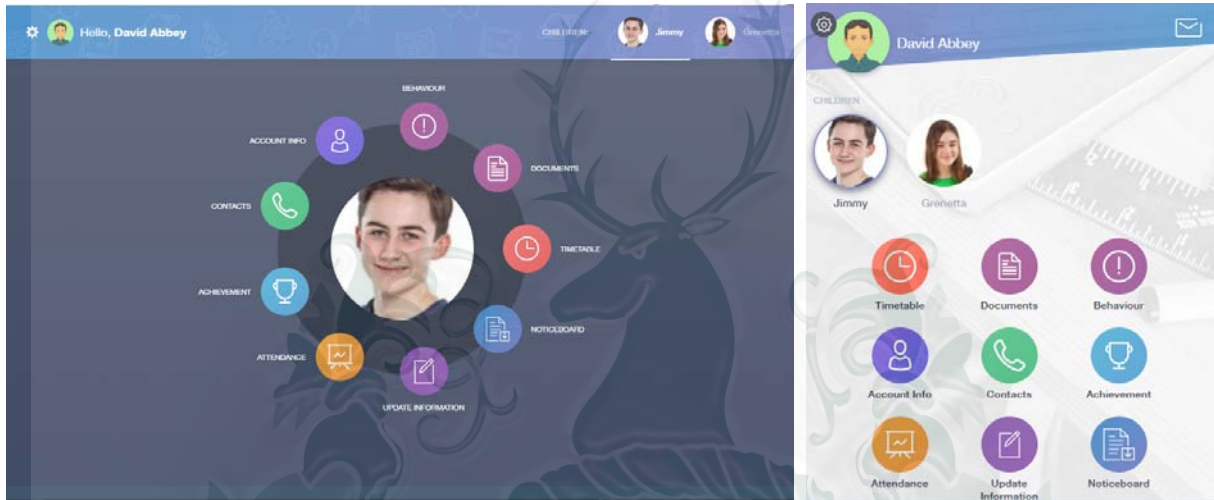
<https://www.edulinkone.com>

Alternatively you can access it through the mobile applications available for Google Android, Apple iOS and Amazon Fire devices in their respective app stores.

In addition to this you will need your own personal login details, the school ID for all users is gillingham and you will be provided with a username and password separately. If you have any problems logging in, please contact itservices@gillingham-dorset.co.uk.

The Main Screen

Once logged on you should see the main screen which will look similar to one of the samples below. On the left is the large screen layout and the right is the mobile layout.



Your name will appear in the top left and the names and school photos of any children you have at Gillingham will be either in the top right (desktop) or underneath your name (mobile). Just selecting the relevant name/picture will allow you to access the details for the different children.

To access the different information tap the round menu options, these are summarized below.



Timetable

This gives you a view of your child's current timetable and will be kept up to date with any changes of teachers, groups or rooms as they happen.



Attendance

This shows a percentage breakdown of the attendance of your child in each subject they study detailing lateness as well as absence. In addition within this section you can see your child's morning and afternoon registration record including recorded reasons for absence and current unauthorised absences.



Achievement

Under this section you will be able to see all of the achievement points your child has been awarded in the current academic year, details include which teacher and subject awarded the points in and the reason. You are also given a total for the year.



Behaviour

Here you will find the behaviour points your child has been issued with during the current academic year, details include when they were awarded as well as why as well as a running total for the year so far. Within this section you will be able to review the detentions that have been issued to your child too; you will be able to see the date, time, location and type of detention that has been issued.



Documents

This is the store of any key documents relating to your child for you to access, in particular all school reports and progress checks since they joined Gillingham.



Contacts / Account Info / Update Information

The first two of these show your details and the details of your child, under current data protection legislation it is important that you are able to see this information and confirm for yourself that it is up to date. The third option allows you to notify us of any changes to yours or your child's details.



Messaging

This application provides a built in messaging service to make it easier for you to communicate with the school. In particular, you select teachers in the app using their name, rather than email address which you might not know, and send the messages in a similar way to an email. Please note that a duplicate of each message sent through this created and sent to the email addresses registered to the account to help ensure nothing is missed.



Parents Evening

This is the booking system for all Parents Evenings at Gillingham will allow you to book, review and edit appointments for subject teachers of your child. More complete instructions on how to use this feature will be published with Parents Evening documentation.

Once again, if you have any problems, please contact itservices@gillingham-dorset.co.uk.