



# Parent Guide for The Forest Academy

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

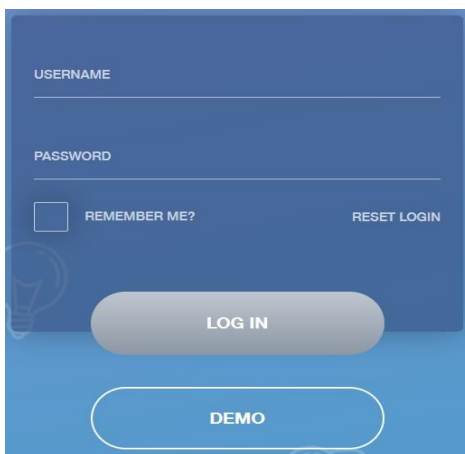
All schools have their own way of working with EduLink One. It is customisable, meaning each school can tailor the product to meet their individual needs. The features covered in this guide are subject to the options your school chooses to use and should be viewed with this in mind. We request that users 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

Visit <https://www.edulinkone.com/>. This will take you straight to the EduLink One login page for your school.

You will need to enter your **School ID** or **Postcode** the school postcode is **IG6 3TN** 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.**



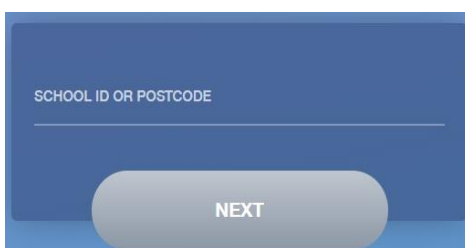
USERNAME

PASSWORD

REMEMBER ME? [RESET LOGIN](#)

LOG IN

DEMO



SCHOOL ID OR POSTCODE

NEXT

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

If you have not received an email with your login details, please contact your school 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

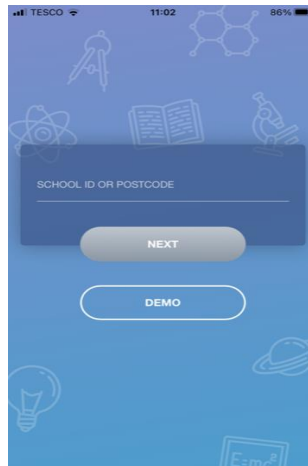
The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

#### Apple App Store

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

#### Android Google Play

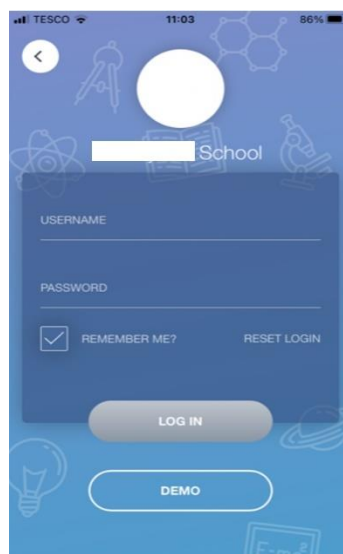
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



If you are using the mobile app you will see the screen to the left. You must input your **School ID** or **Postcode** 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.



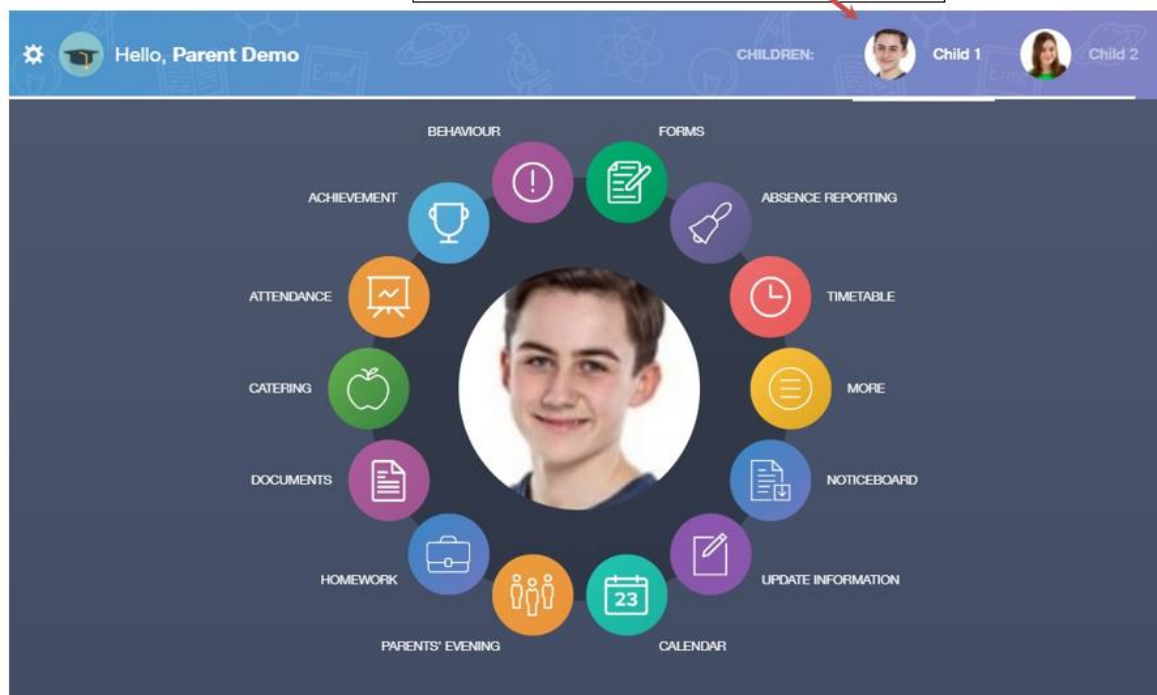
**If you forget your username or password, please contact the school**

### 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**

### 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 14/01/2021	Parent Topup	£25.00
08:16 15/01/2021	CEREAL w/ MILK	£0.60
14:07 15/01/2021	PASTA POT	£1.50
	FRUIT YOGHURT	£0.40
	FRESH FRUIT	£0.30
	FRESH FRUIT	£0.30



Balance: £21.90

### 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
Batten Surgery	01224 856402	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.

Jonas Aaron

07333 673341 Mobile

**Addresses**

Location	Addresses
Home	1 Ely Road Milton Cambridge CB24 6DD

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

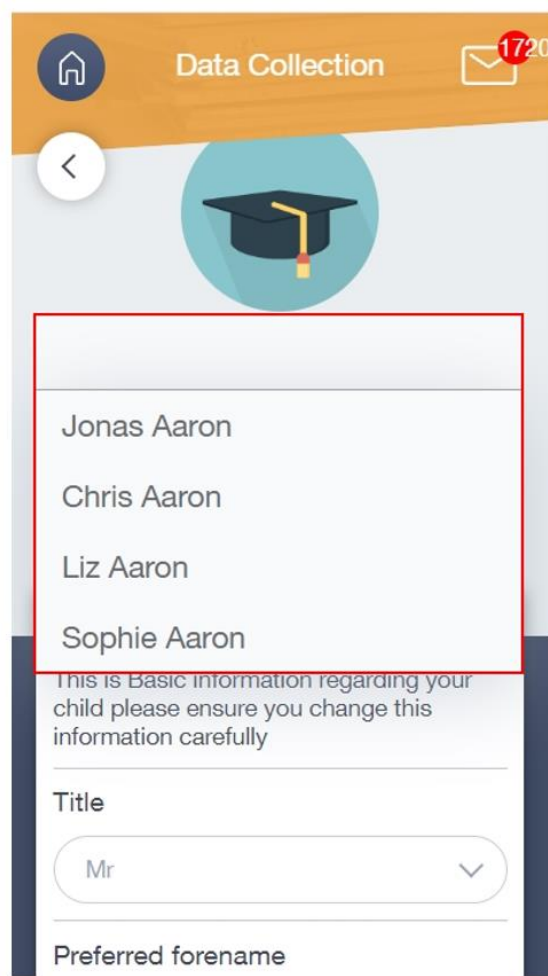
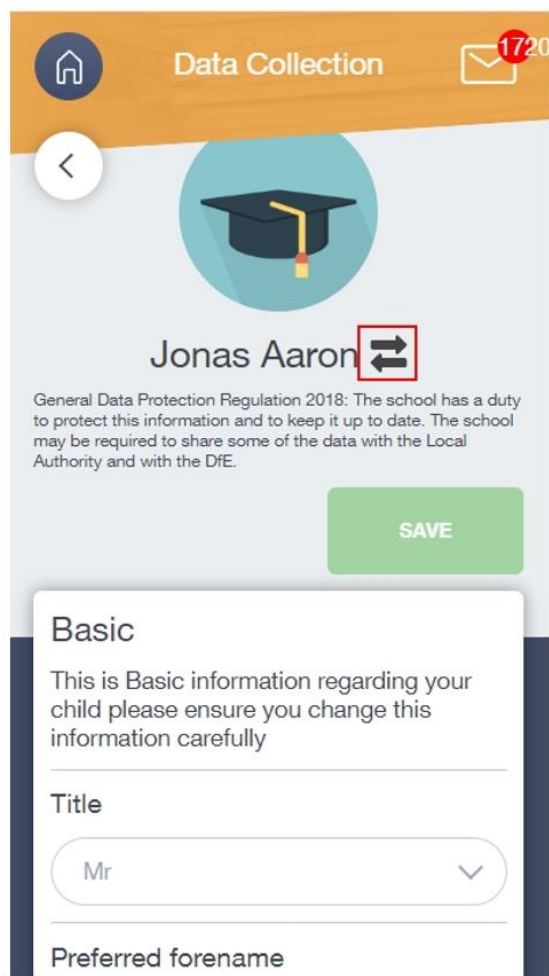


The screenshot shows a web interface with a sidebar on the left containing four user profiles: Jonas Aaron (with a graduation cap icon), Chris Aaron, Liz Aaron, and Sophie Aaron. The main content area is titled 'Basic' and contains the following text: 'This is Basic information regarding your child please ensure you change this information carefully'. Below this is a 'Title' dropdown menu with 'Mr' selected. There is a 'Preferred forename' text input field containing 'Jonas' and a 'Preferred surname' text input field which is empty. At the bottom left of the form area, there is a small disclaimer: '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.' A green 'SAVE' button is located at the bottom right of the form.

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. At the top, there is a navigation bar with a home icon, the text 'Data Collection', and a notification icon with '1720'. Below the navigation bar is a back arrow icon. The main content area features a graduation cap icon, the name 'Jonas Aaron' with a double-headed arrow icon, and the same GDPR disclaimer as seen in the web interface. A green 'SAVE' button is positioned below the disclaimer. A white modal window is overlaid on the bottom half of the screen, displaying the 'Basic' information form with the 'Title' dropdown set to 'Mr' and the 'Preferred forename' field containing 'Jonas'.

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.



## 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

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.

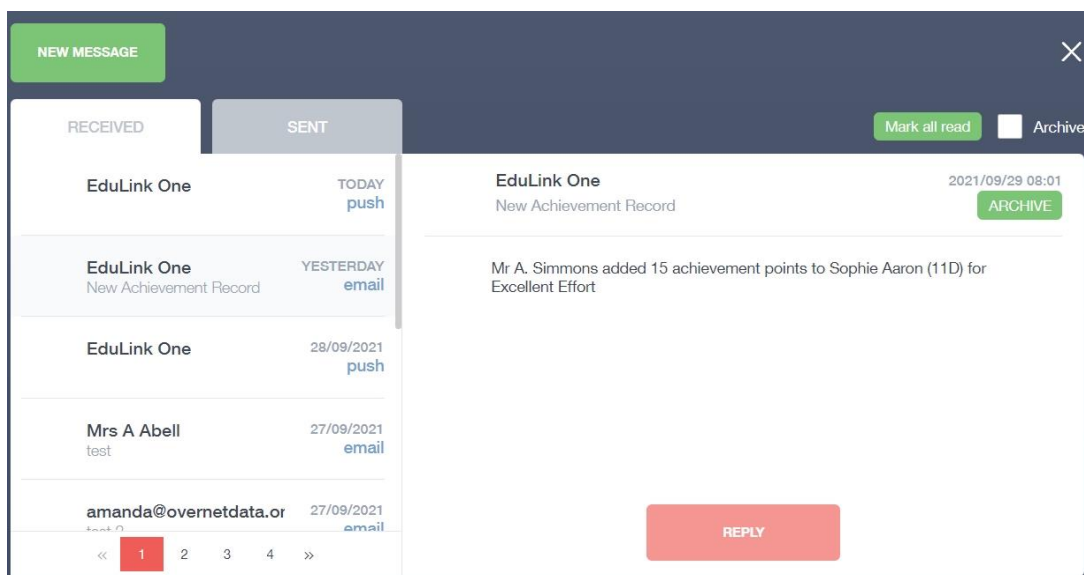
 <p>Jimmy Abbey</p>	<b>Address</b> 59 High Street, Bedford, MK40 1RZ, United Kingdom	<b>Post Code</b> MK40 1RZ
	<b>Gender</b> Male	<b>Year</b> Year 13
	<b>Form Group</b> G	<b>Form Tutor</b> Mr Martin Unwin
	<b>Date Of Birth</b> 17-04-1998	

## 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 to messages here. You can also write and send messages to one or more teachers and your child's tutor. Most schools also send these to your registered email address.

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.

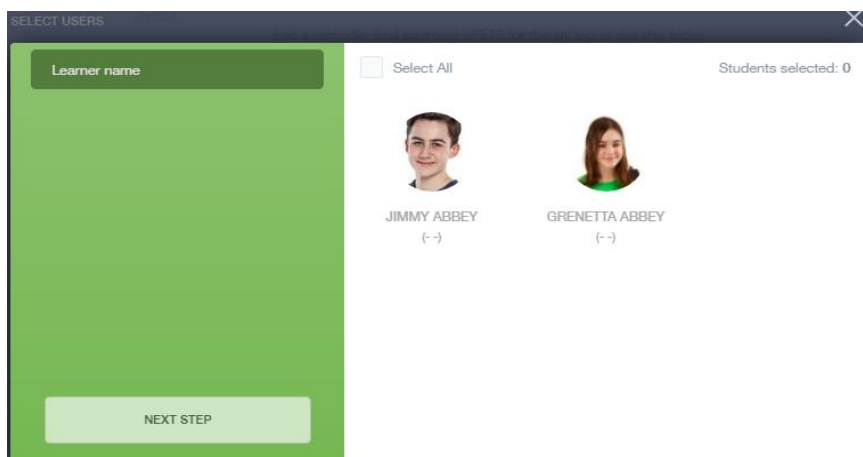


### Sending a new message

To begin sending a new message you will need to click the green **new message** button.

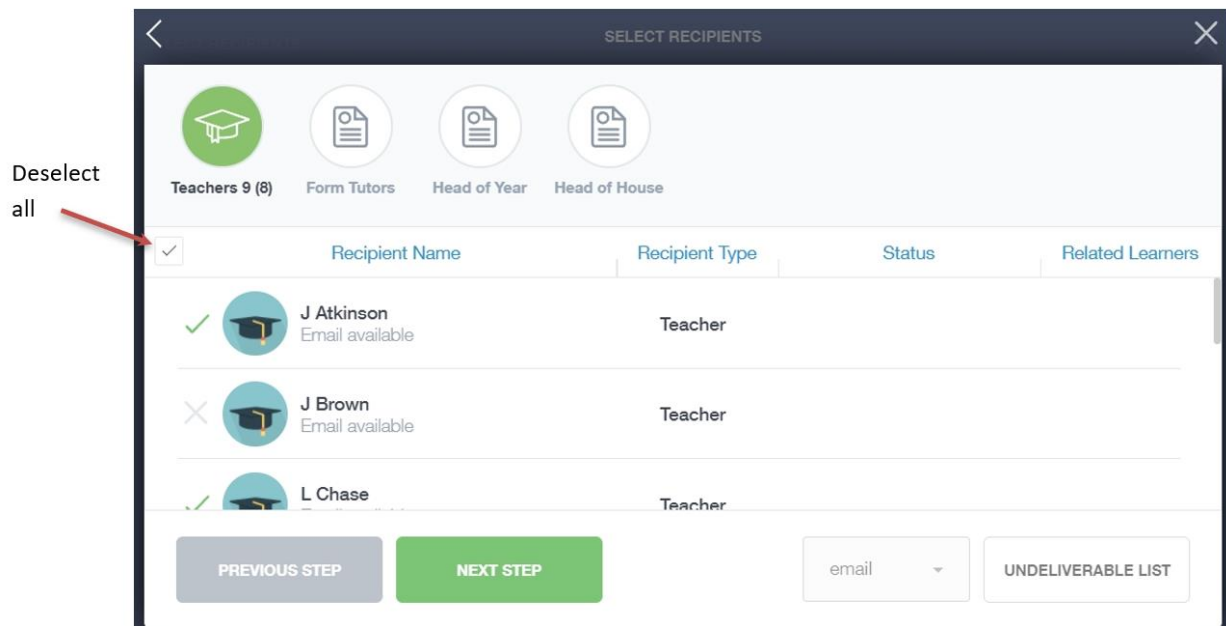


Next you will have to select your child/children. Once selected click the next step button.

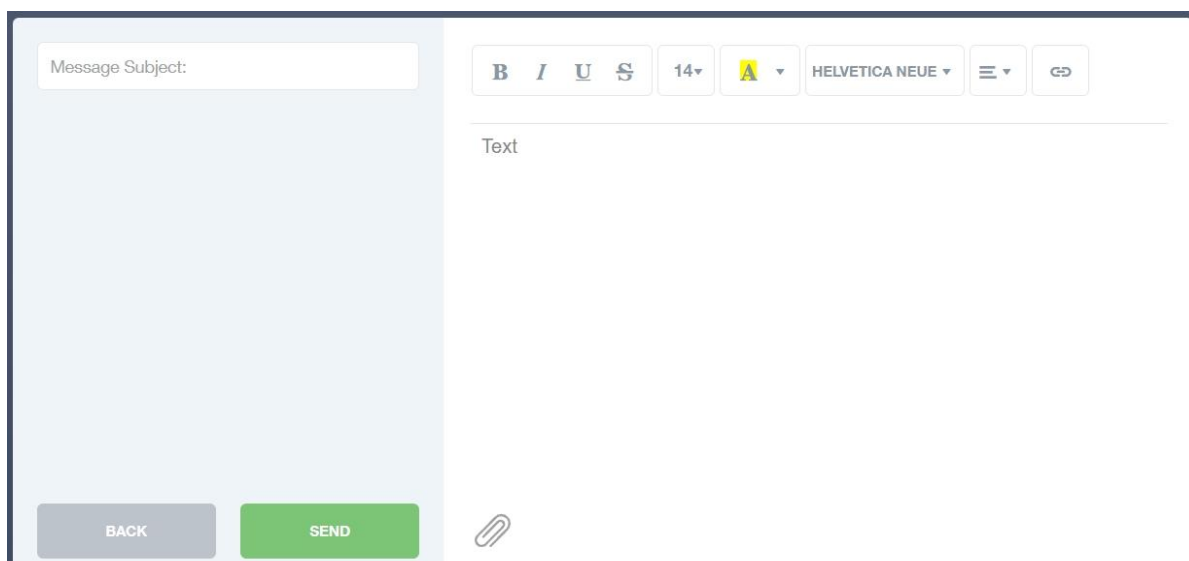


Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers, form tutors, Head of Year and Head of House (this may differ between schools). Depending on who you want to send to, you can pick from the relevant boxes.

**The default option is to pre-select all teachers.** You can see this below as each teacher has a green tick beside. This means if you send a message now, it would go to all the selected teachers. To deselect specific teachers, just click on the green tick or deselect all using the smaller black tick. Click **Next** when done.




Type your message subject and text. You can customise your text using the toolbar at the top and you can add attachments using the paperclip icon at the bottom of the window. When you are finished, click the **Send** button.





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

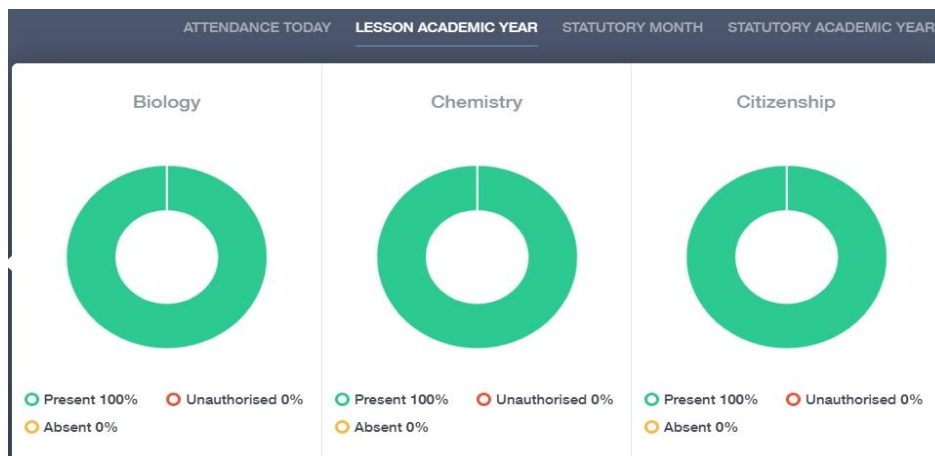


The attendance area lets you see which lessons your child/children has that day and whether they have been marked as present or absent. In the **Attendance Today** tab, you can see this for both statutory registration and lesson registration.

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
<b>Statutory</b>						
Session	Mark		Present			
AM	/ Present (AM)		✓			
PM	\ Present (PM)		✓			
<b>Lessons</b>						
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.

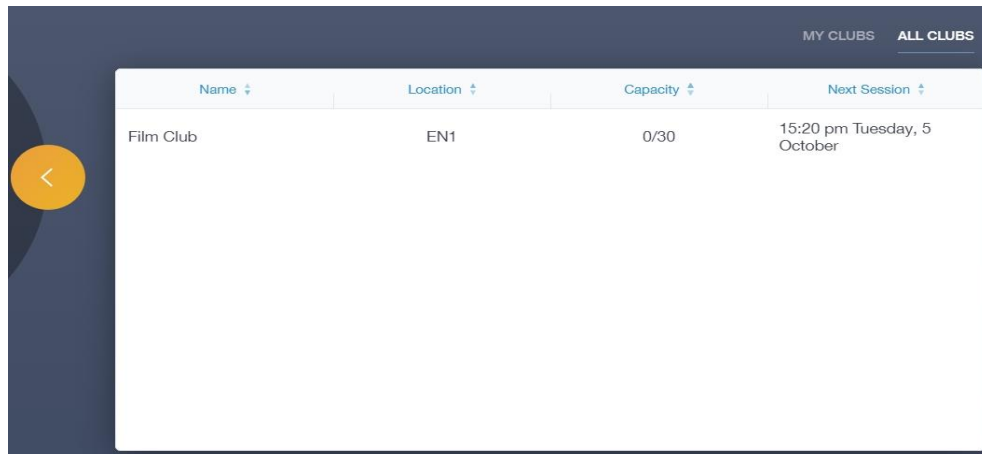


## Clubs

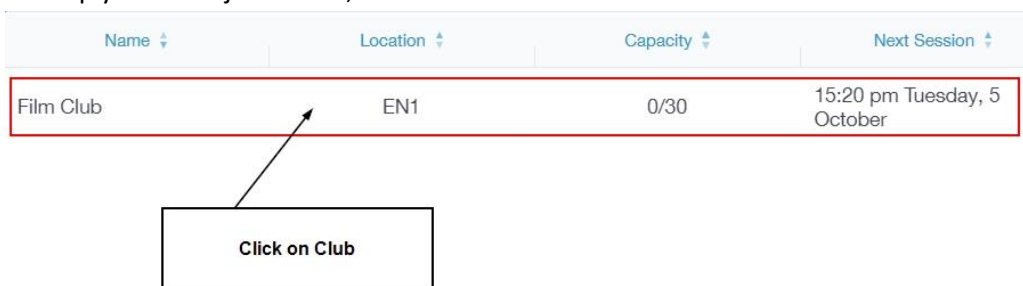


Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.





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

### Parents' Evening

*\*Please contact your school if there are Parents' Evening issues.*



The parents' evening area in Edulink One allows parents to see the details about a parents' evening

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white, booked, or blocked spaces appear as grey with a red X, and spaces you have already booked appear in green.

To book an appointment, click on any free white space.

Time slots appear along the left hand side

Teachers and subjects along the top

Slots:	French ✓ Teacher: Roger Monamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Delia Mumford Learner: Child 1 Demo	Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geograp History Teacher: ↑ Learner: C
23/01/2020						
17:00	BOOKED	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
17:30						
17:40						

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking for and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

**BOOK SLOT** ✕

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

Add comment

CANCELBOOK

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

