



RESPECT, PARTICIPATE, LEARN

A guide for parents & carers
to EdulinkOne

2021



What is Edulink One?

Edulink One is a platform that allows schools to communicate with parents & carers. At Clyst Vale it will allow:

- ✓ CVCC to send messages to you
- ✓ you to access reports on your child's attendance
- ✓ you to be kept up-to-date in real time about your child's achievement points
- ✓ you to inform the College of absences
- ✓ you to update contact details and other information for your child
- ✓ you to be notified if your child is involved in a behaviour incident

In the future we'll explore the use of Edulink for allow parents to message staff directly, check the balance of catering and register for clubs and societies. We'll update you as these functions become available.

How do I login?

You should have been sent details of how to login to the Edulink One system along with your username/password.

Below are the ways in which you can access the system. **We'd urge you to install the Edulink One App**, which will make it much easier for you to stay up-to-date.

On the web

Visit www.edulinkone.com

The College code is CVCC

Login with your supplied username & password



Using an Android Phone or Tablet

Visit the Google Playstore

Search for Edulink One & install the app

Login with your supplied username and password



Using an Apple Phone or Tablet

Visit the Apple App Store

Search for Edulink One & install the app

Login with your supplied username and password



Where can I get help?

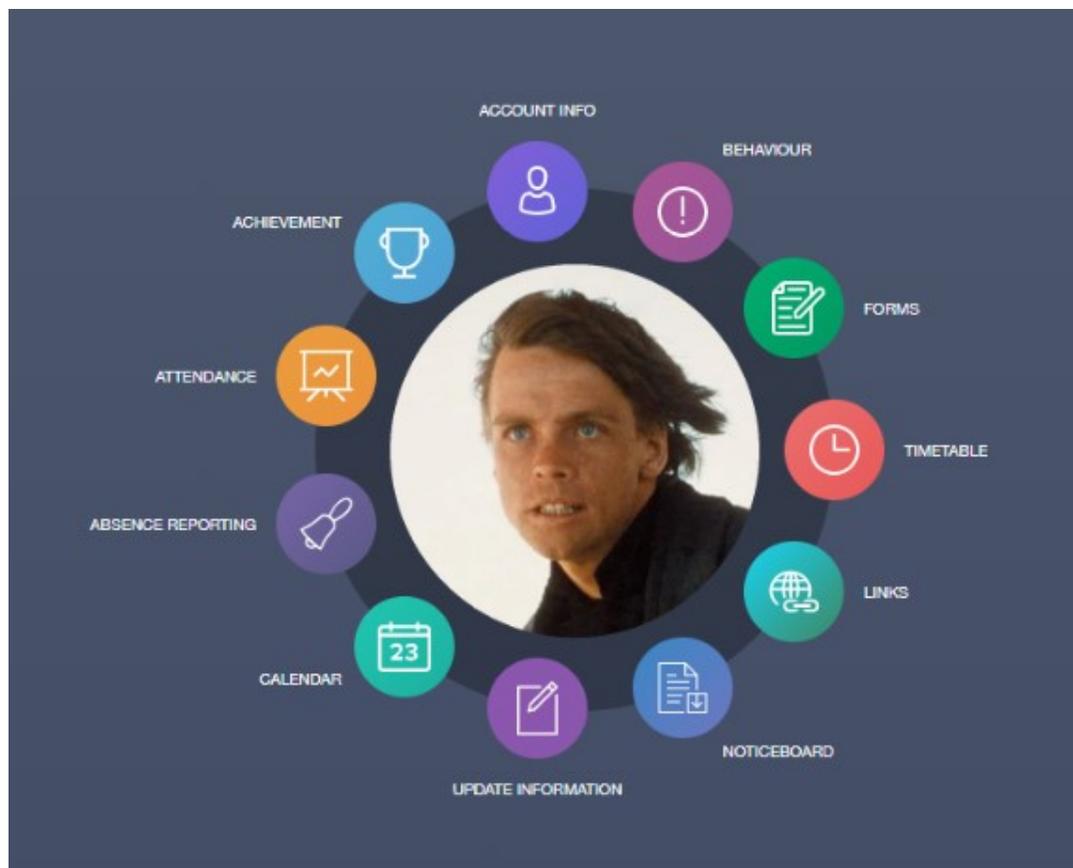


If you're having any issues with the system or need your password resetting then contact pruntyc@clystvale.org



The Home Screen

Once logged in to the system, the **Home Screen** looks like this. From here you can access various features, these are listed in the table opposite.



Behaviour	Live update of any recorded behavioural incidents your child is involved in
Achievement	Live updates of any achievement points that your child has been awarded
Attendance	Look at your child's attendance, both in general and by subject
Absence Reporting	Use this function to report an absence to the College
Timetable	Check your child's timetable
Update Info	Update your contact details or various pieces of key information about your
Links	Useful links for parents to other systems
Noticeboard	In future we'll explore using this feature to post useful updates

Where can I get help?



If you're having any issues with the system or need your password resetting then please contact your child's ATHOS

Mrs Grant
turnerc@clystvale.org

Mrs Prunty
pruntyc@clystvale.org

Mrs Turner
turnerc@clystvale.org



Clyst Vale
COMMUNITY COLLEGE
RESPECT. PARTICIPATE. LEARN



Behaviour

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
21/09/2021 #Missed Homework	Miss M. Barratt Maths HW not done-the students know that they must write their workings on the WS and then enter their answers onto Teams. Maths HW is set every Tuesday and is due on Sunday	HW1 subject teacher warning	Maths Resolved	1

At Clyst Vale our behaviour systems mirrors the College ethos of Respect, Participate & Learn. Where the behaviour of a student falls short of our expectations we operate a simple three stage system.

If a behavioural incident is recorded you'll be able to see details including a brief description, the date, which subject and teacher were involved.

If you have the app installed you'll start receiving notifications when any incidents occur.

Opposite you'll see a short summary of how the stage 1,2 & 3 sanctions work.



Achievement

Type & Date	Comment & Teacher	Activity & Info	Award	Points
24/09/2021 Learning 1	Mr T. Zimbley Great and lovely class. All working well and consistently	Geography Geography - 08B1/Ge - AFri:3	- Achievement Award	1
24/09/2021 Participation 1	Miss M. Barratt Very focused during today's starter in maths-multiplication	Mathematics -	- Achievement Award	1
24/09/2021 Participation 1	Miss M. Nash Great work in History on Friday	History History - 08B1/Hi - AFri:1	- Achievement Award	1
23/09/2021 Learning 1	Ms E. Roberts -	- English - 08b/En4 - ATue:4	- Achievement Award	1
21/09/2021 Participation 1	Mr M. Hawkins Great contributions about Gamelan music.	Music Music - 08B1/Mu - ATue:5	- Achievement Award	1
13/09/2021 Participation 1	Miss M. Nash Brilliant answers in History!	History History - 08B1/Hi - AFri:1	- Achievement Award	1
10/09/2021 Learning 1	Mrs C. Wakefield Great effort in lesson.	Art & Design Art & Desi - 08b/Ad1 - AFri:4	- Achievement Award	1

Total Achievements Points **7**

At Clyst Vale we believe it's important to praise students.

Staff may award Achievement points to students that demonstrate good examples of Respect, Participation or Learning.

Students are presented with College Praise badges when they reach 25,50,100, 150, 200 etc Achievement points. These badges are redesigned by the student body each year.

When your child is awarded an achievement point you'll be able to see details including a brief description, the date, which subject and teacher were involved.

If you have the app installed you'll start receiving notifications when achievement points are awarded.

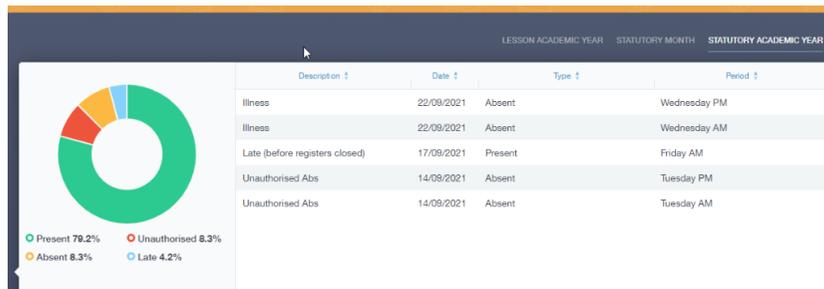


Above you can see some of the winning student designs for 2021/2022.

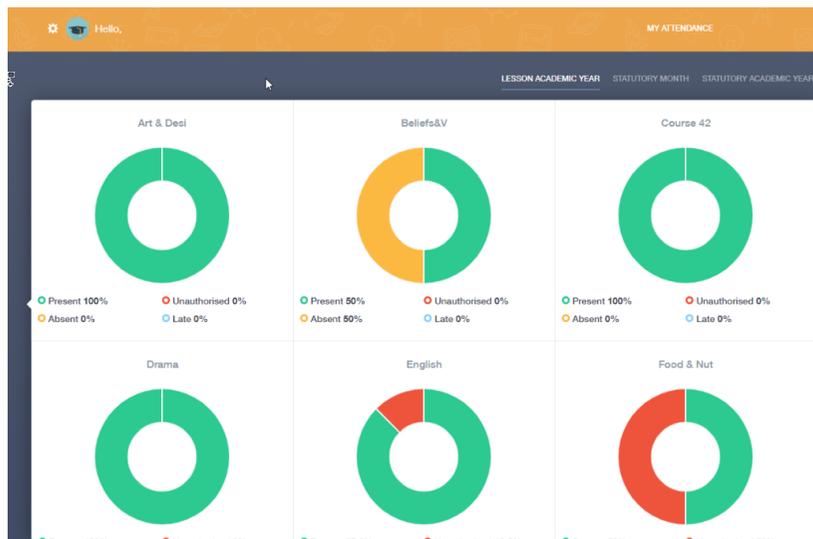




Overview of current attendance.



Lesson breakdown of attendance.



Details of the day's attendance.

ATTENDANCE TODAY LESSION ACADEMIC YEAR STATUTORY MONTH STATUTORY ACADEMIC YEAR

Session	Mark	Present	
AM	/ Present (AM)	✓	
PM	- All should attend / No mark recorded	...	
Lessons			
Period	Lesson	Mark	Present
BWed:1 9:05 - 10:05	English (10EN1/En) Miss C. Haynes	/ Present (AM)	✓
BWed:2 10:05 - 11:05	Food & Nut (10A/Fn1) Mrs A. Crook	/ Present (AM)	✓
BWed:3 11:25 - 12:25	English (10EN1/En) Miss C. Haynes	/ Present (AM)	✓
BWed:4 12:25 - 13:25	Physical E (10p/Pe2) Mr D. Stapleton	/ Present (AM)	✓
BWed:5 14:20 - 15:20	Geography (10C/Ge1) Ms Z. Klampfer-Hall	- All should attend / No mark recorded	...

Attendance

Through the Edulink One app you'll be able to look in detail at the attendance marks recoded for your child.

As well as being able to see a live-up-to-date overview of their attendance you'll also be able to see a lesson by lesson breakdown.

This breakdown will also include late marks which are recorded when a pupil doesn't arrive promptly at the start of a lesson.

At first glance 90% attendance may seem good but this would equate to a whole missed day each fortnight. CVCC targets 97%+





Absence

You can register your child as absent using this form.

You can flag absence in blocks of up to 48hrs ahead.

Please, wherever possible use Edulink for notifying us of student absence. It's a huge help to the Attendance Team.

From*
Select start date and time

To*
Select end date and time

Reason for Absence*

SEND CANCEL

The Absence function provides you with an easy way to inform the College of an absence. From this page you can record an absence by entering the date(s) and the reason. Whilst you can indicate an absence that's likely to last a few days, in the event of a prolonged absence and as part of the College's approach to Safeguarding you'll need to record this every third day.

Recording absence via Edulink is the College's preference. It ensures our attendance officers get the information promptly in the most effective format. If you're unable to use Edulink to record an absence then please either

✉ email studentabsence@clystvale.org

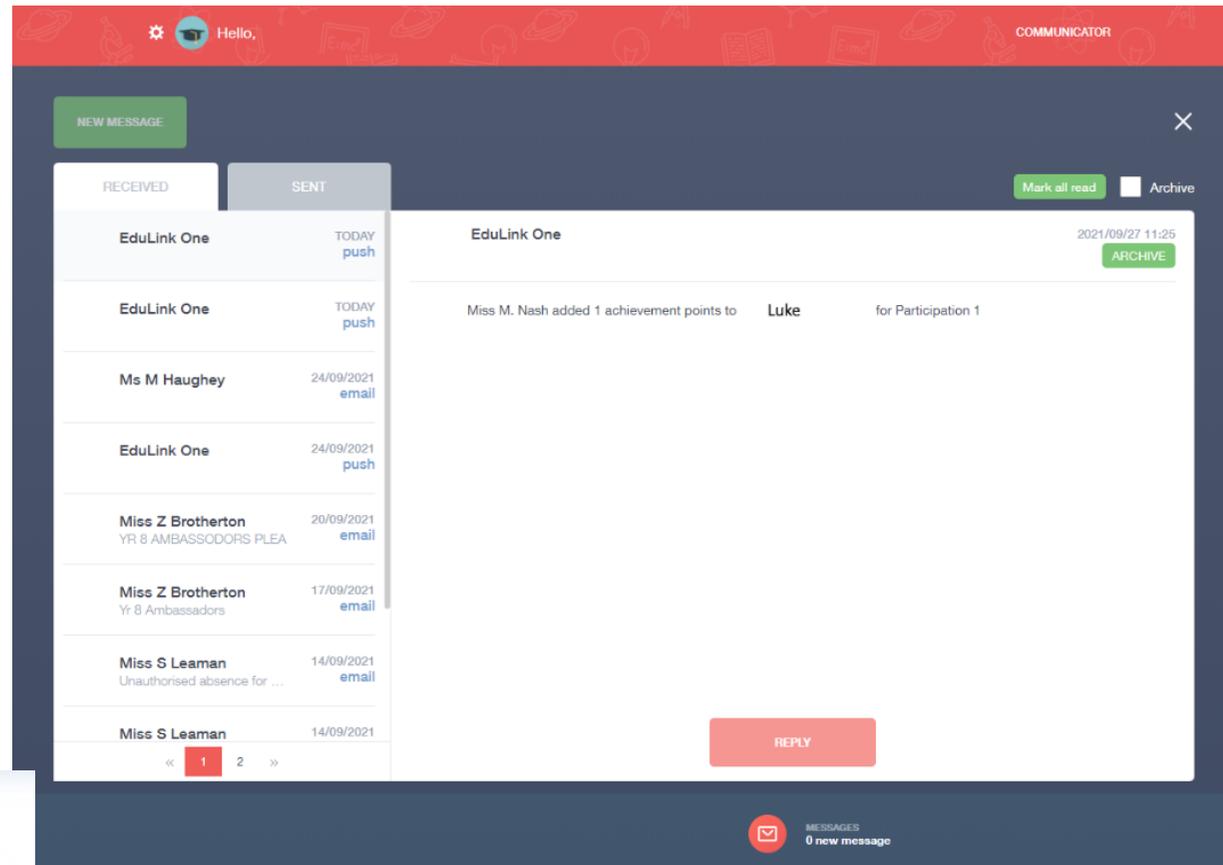
☎ or telephone 01392 666666

Messaging

Copies of emails and 'push' messages can be found here.

You can see copies of any replies you've sent as well.

We're currently looking at expanding the Message section to allow Parents/Carers to contact staff directly.



In the communications section you'll see details of any messages sent to you. You can reply to them from within the app.





Here you can update your own contact details.

You can also update photo permissions and details of your child

These consents make it possible for your child to take part in sporting fixtures / off site trips etc

The screenshot shows a web interface titled 'DATA COLLECTION'. On the left, there is a sidebar with a user profile for 'Darth' and a child profile for 'Luke'. The main area is titled 'Basic' and contains a warning: 'Please do not change your child's email address.' Below this are input fields for 'Title', 'Preferred forename', and 'Preferred surname'. There are sections for 'Contact Details' with sub-sections for 'Emails' and 'Telephones', each with a '+' icon to add new entries. Each entry has fields for 'Address', 'Location', 'Main', and 'Primary'. At the bottom, there is a 'SAVE' button and a small disclaimer about data protection.



The Data Collection page allows you to ensure that the key information the College holds is up-to-date.

Select your child's name which is displayed on the left-hand side.

This will allow you to access the 'Parent/Child Data' area. Within this section you can check amend/update all of your personal details.

If you scroll to the bottom of this section you can also ensure you have set consents for things like offsite activities or the use of photos.

The screenshot shows the 'Parental Consent' section. It has a title 'Parental Consent' and a sub-section 'Parental consents'. Below this is a scrollable list of consent items, with the first one being 'Attend PE fixtures and activities, Biometric scan - For food purchase, College displays - display child's name, College display...'. At the bottom, there is a 'SAVE' button and a small disclaimer about data protection.

This is a close-up of the consent checkboxes. It shows a 'Check All' option (checked) and an 'Uncheck All' option (unchecked). Below these are two checkboxes: 'Attend PE fixtures and activities' (unchecked) and 'Biometric scan - For food purchase' (checked).

Please take a moment to review these details and consents to ensure they are up-to-date and reflect your preferences.