ST JAMES'S
TEACHING SCHOOL PARTNERSHIP
CARING FOR OTHERS † ACHIEVING EXCELLENCE

edulink one

A Parent's Guide to Getting Started

Here at St James's we value school to home communication. With this in mind we have invested in ''**Edulink One''** a new more robust system which will replace the SIMS Parent/Student App. Through the app we will share information with you about your child's school life.

You can access the system easily from a smartphone, tablet or PC – anytime, anywhere.

What will you find in the Edulink One app:

- Important information such as attendance, achievements, behaviour incidents/Detentions, homework & timetable.
- Daily Steps to Success scores for each subject
- Access to your child's school reports
- Access to whole school letter & documents
- Notify school easily if your child is absent
- Booking parents 'evening appointments
- Receive notifications to remind you about important information such as key dates for your diary
- Access to the contact form to update your child's contact details, so we always have the most up-to-date information in case of emergency

NOTE: If you have more than one child at school, you will only need to register once and you'll have access to information for all your children, from the same app.

The information that you receive through the app will help you to stay up-to-date with your child's school life as well as support your child's development and progress.

We will send you an email from edulink@st-james.bolton.sch.uk which will contain your username and a link to set up a memorable password. Please check your spam/trash folder.

Once you have created your password you will be instantly logged into the website version of the app.

One you have registered. 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 or tablet. The Edulink One app is available for iOS and Android devices.

Downloading and Using the App

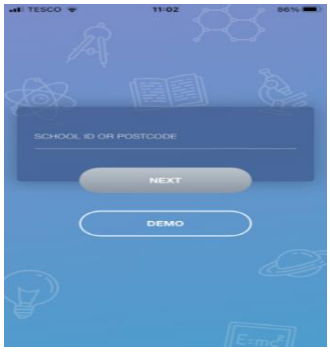
The Edulink One app is available for iOS and Android devices. You can download from the links below or search in the App or Playstore.

Apple App Store

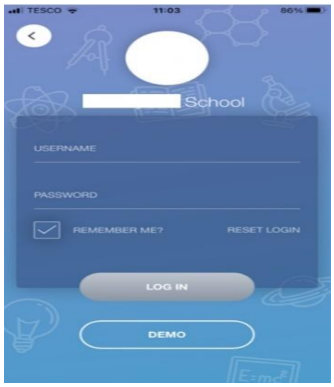
https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4

Android Google Play

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



Once downloaded click open, you will then see this screen. Input your **School ID** of **sjc** or **Postcode BL4 9RU** and click the **Next** button to continue.



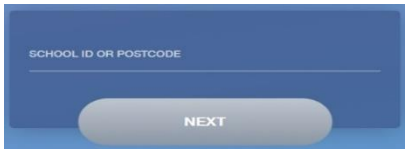
This is followed by the **USERNAME** which we sent to you in the email and the **PASSWORD** you created.

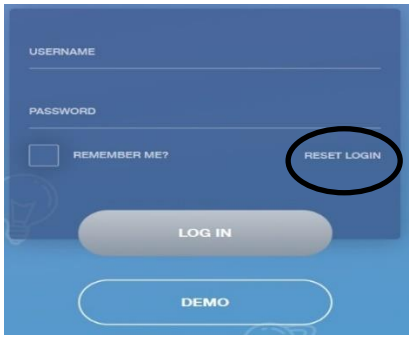
Once you have filled in all three boxes with your login details, click **LOG IN** to get started.

Web Browser Instructions

You can use the direct link https://www.edulinkone.com/#!/login?code=sjc enter **USERNAME** which we sent to you in the email and the **PASSWORD** you created.

If you do not have a direct link go to https://www.edulinkone.com/ you will need to enter the **School ID** of **sjc** or **Postcode BL4 9RU** and press **Next**.





If you forget your username or password please use the reset login enter your email address you registered with and an email with instructions will be sent.

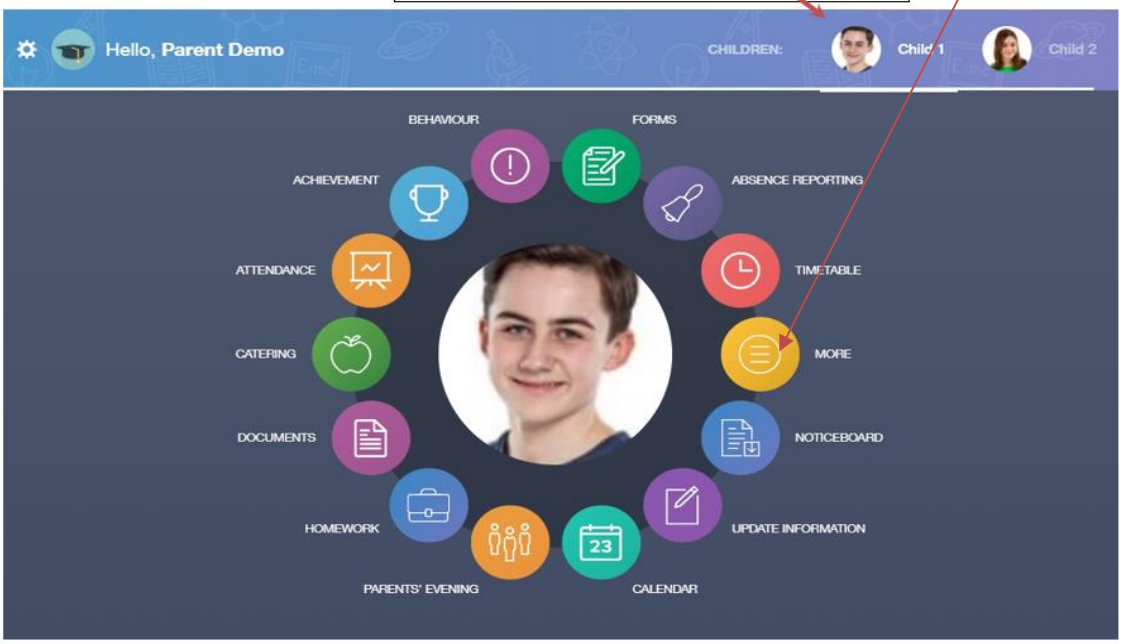
Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

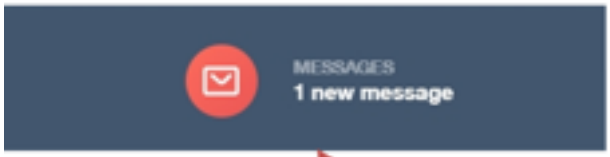
Main Screen

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.

As this app is still in development stages, some options may not yet be used in school. **Please note the more icon please click this if an icon is not visible on this initial screen.**

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.





The **messages** button will let you know if you have any unread messages from the school.

Attendance

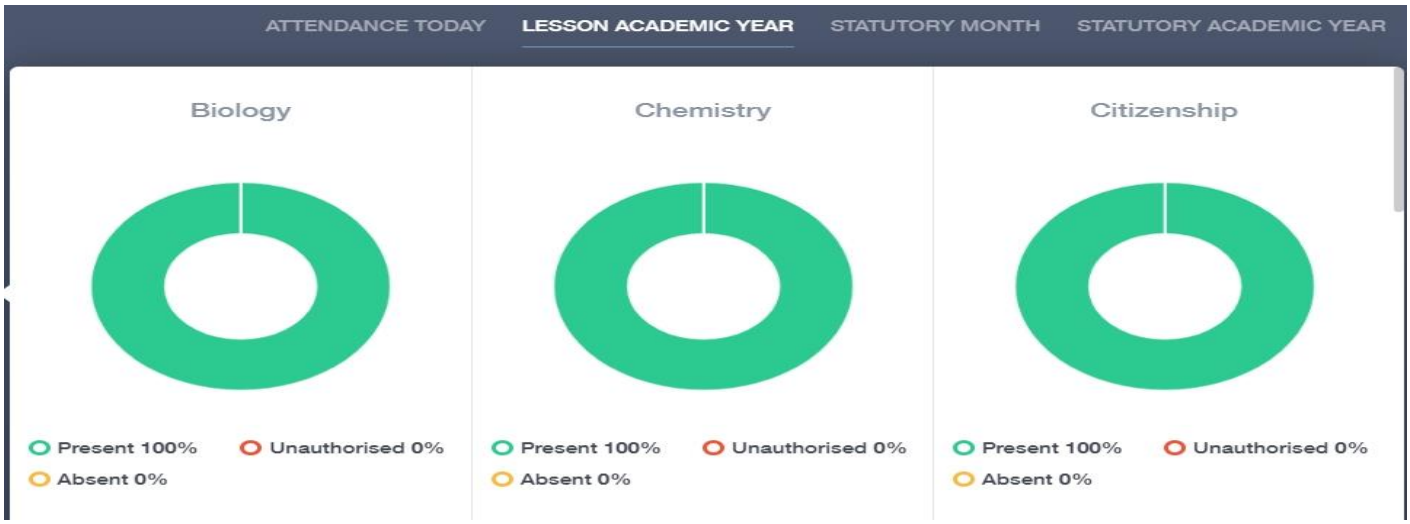
The **Attendance Today** area lets you see which lessons your child/children has that day and what Steps to Success score they have achieved. In lesson. Also, AM / PM which is statutory registration is shown.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SEE ATTENDANCE TODAY FOR THAT DAY YOU CAN NOT AT THE MOMENT SEE PREVIOUS DAYS SO WE STRONGLY RECCOMMEND YOU CHECK THIS SECTION DAILY TO HELP KEEP TRACK OF YOUR CHILD/CHILDREN STEPS TO SUCCESS SCORES.

Lessons

Period	Lesson	Mark	Present
AWed:1 8:55 - 9:55	Maths (8B2A/Ma) Mr M. CLOKE	2 2 - Active Learning	✓
AWed:2 9:55 - 10:55	Spanish (8B/Sp3) Mrs F. SHARP	1 1 - Ambitious Learning	✓
AWed:3 11:10 - 12:10	Computing (8BB1/Co) Mr J. REID	2 2 - Active Learning	✓
AWed:For 12:35 - 12:40	Form PM (8B1/Fm) Mrs G. LAVIN	2 2 - Active Learning	✓
AWed:4 13:05 - 14:05	PSHE & Citizenship (8B1/Ps) Miss A. DOWNING	2 2 - Active Learning	✓

Additionally, there is the option 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.

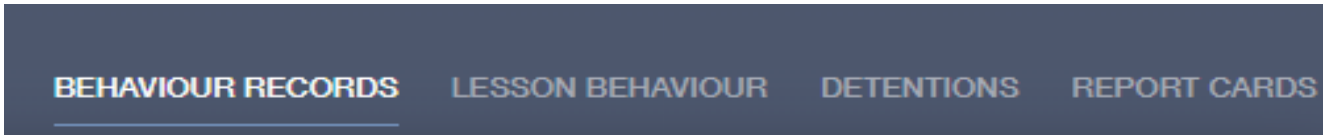


<u>An overview of Steps to Success scores for each subjects for the academic year can be viewed in the behaviour section under the lesson behaviour tab – further information below,</u>

Behaviour

The behaviour button will give you access to **view behaviour incidents and will also show Steps to Success scores 4 or 5** which have been assigned to your child.

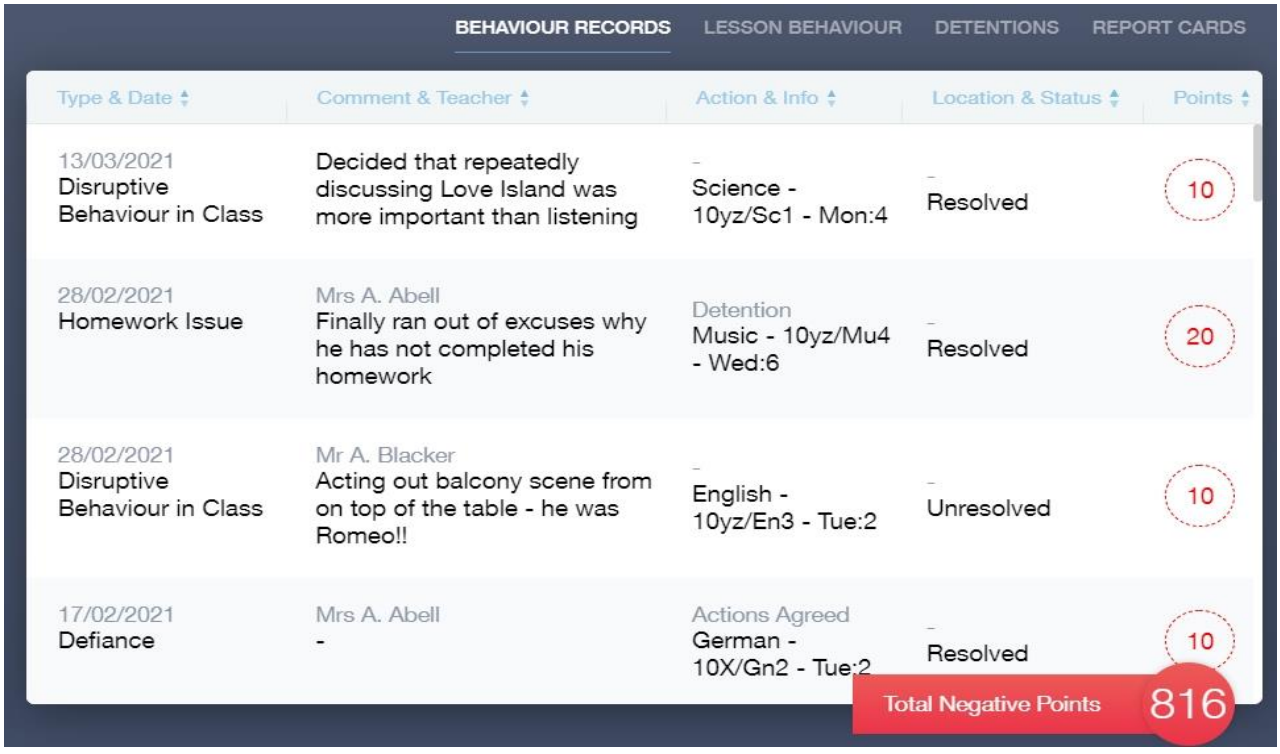
Graphs on lesson behaviour and access to detentions are also available from the behaviour section.



Behaviour Records Tab

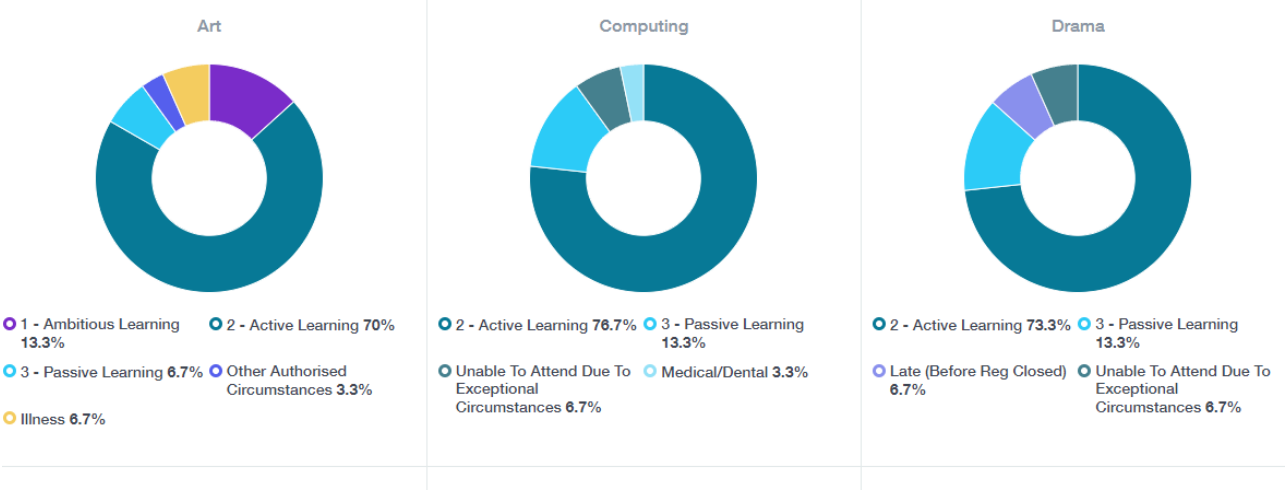
This tab will show you detailed information about any behaviour incidents which have been logged by staff. As the example below shows, each behaviour incident that has been recorded will show you when the incident occurred and details about the incident such as the type, location and the action taken.

Please note that we do not use points for behaviour incidents therefore the total negative points score will always be 0.



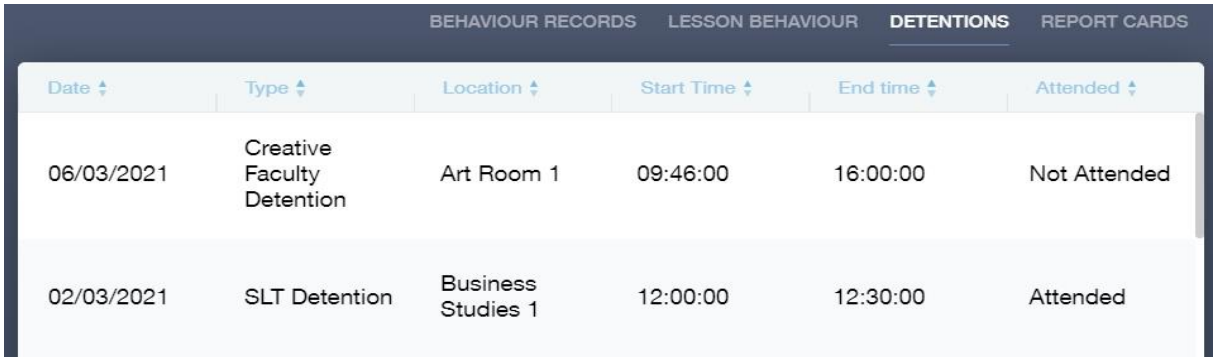
Lesson Behaviour Tab

In this section is an overview of your child/children Steps to Success scores for each subject for that academic year, as shown in the example below.



Detentions Tab

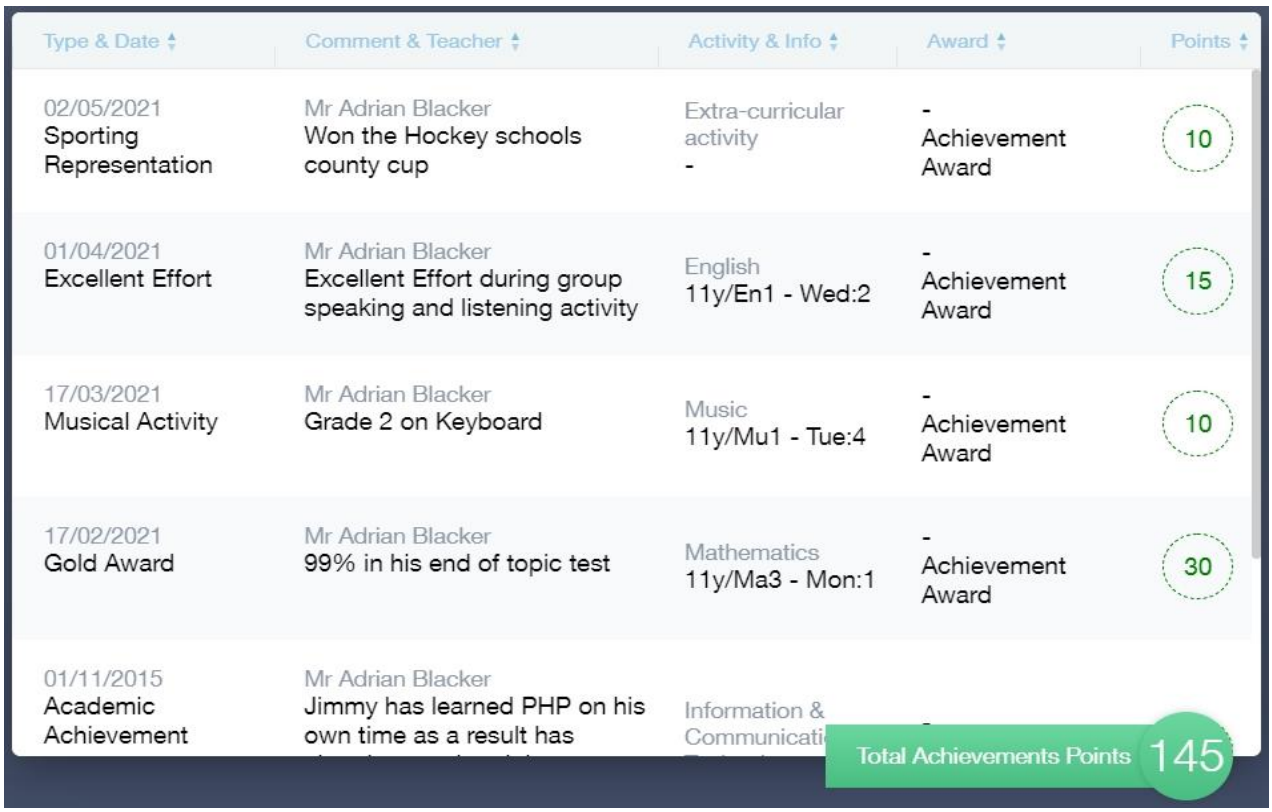
The detentions tab will show you any detentions which have been assigned to your child, including the date, start and finish times, the location and whether your child has attended.



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. You are able to see who awarded the points and the reason for the award.



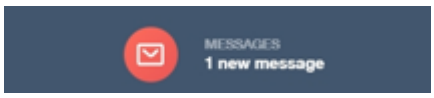
Type & Date	Comment & Teacher	Activity & Info	Award	Points
02/05/2021 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	- Achievement Award	10
01/04/2021 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	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		

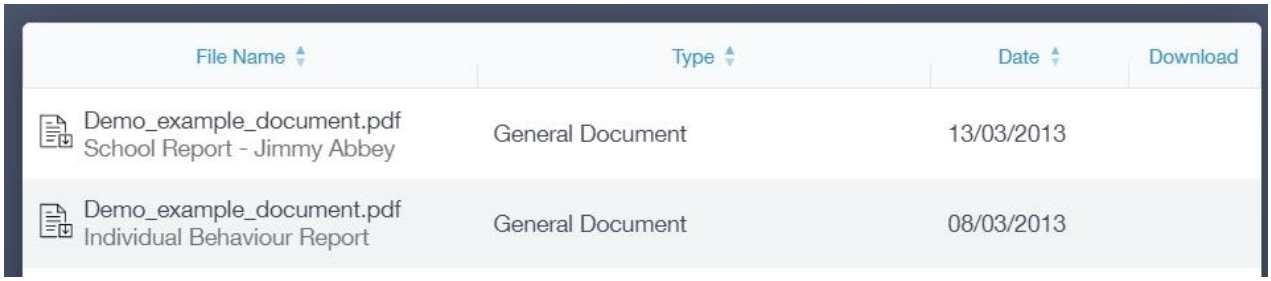
Total Achievements Points 145

Documents

In this section you will find academic and steps to success reports related to your child. These will be available for you to download in PDF format whenever you choose.

Whole school letters, attendance letters and general communication will also be stored here. We will send you a push notification which will appear in the messages box when there is a new document to view.

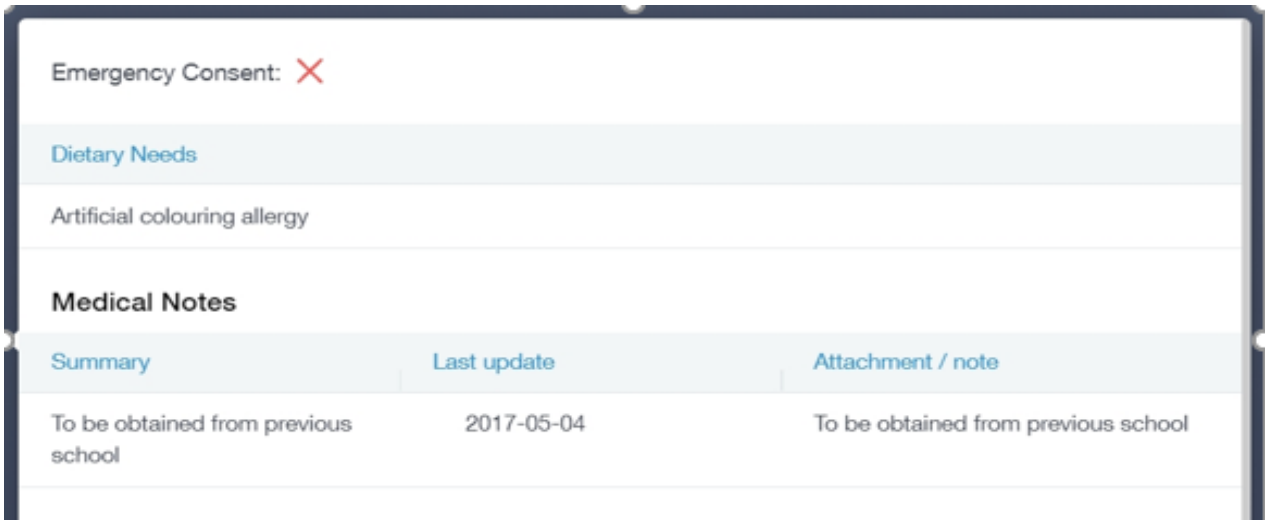




File Name	Type	Date	Download
Demo_example_document.pdf School Report - Jimmy Abbey	General Document	13/03/2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	08/03/2013	

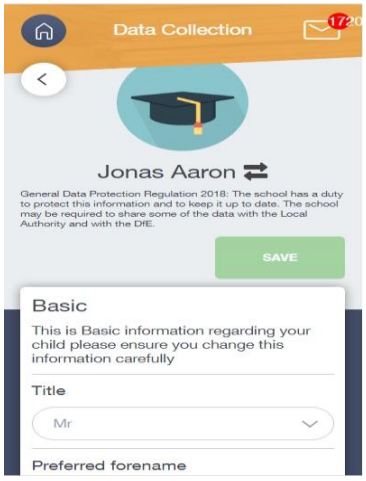
Medical Info

This section contains medical information that you have supplied to the school regarding your child this includes details on medical conditions and medical notes. **Any changes or additions to medical conditions can be done through the update**



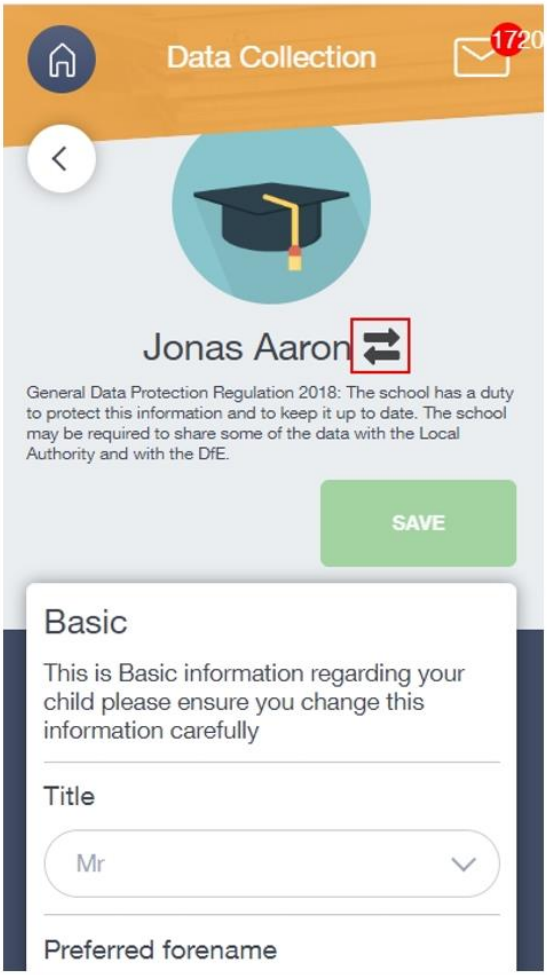
Update Information – using app version

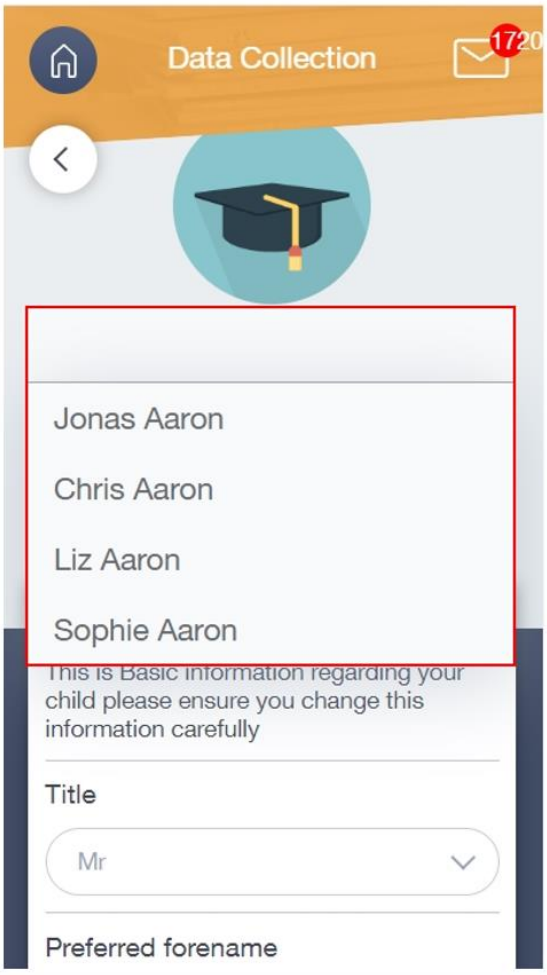
To update information using the Edulink One app on a mobile phone, click on the **Update Information** icon and the screen will open.



See update information using web version below for infriamtion rearding contacts.

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.





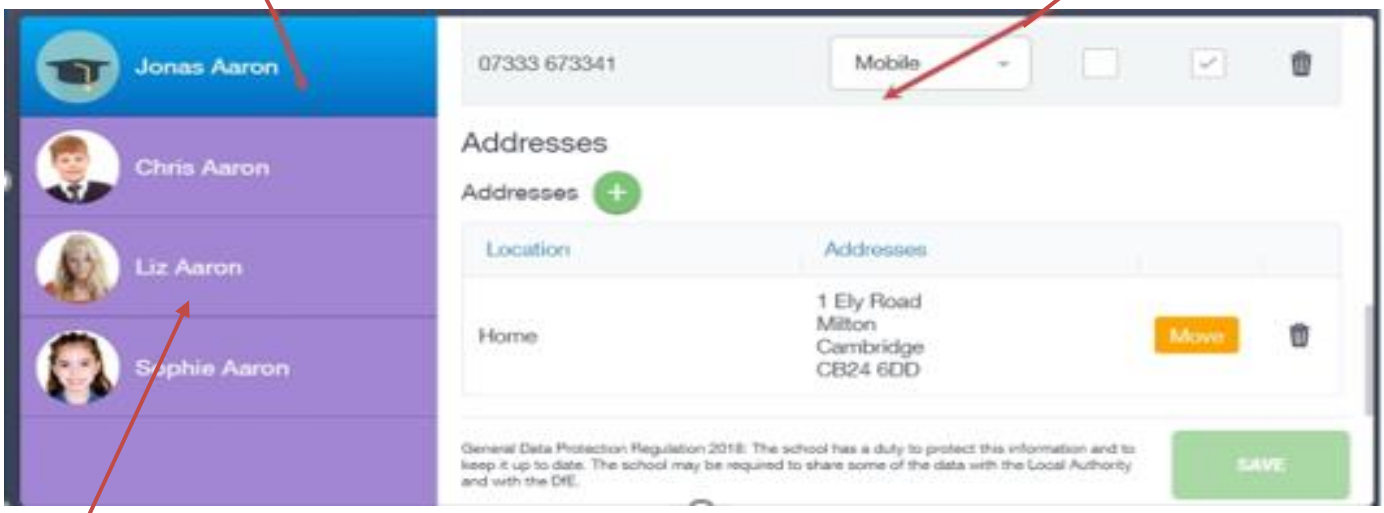
Update Information – using web version

This section shows you the contact information that the school has on record for yourself and your children.

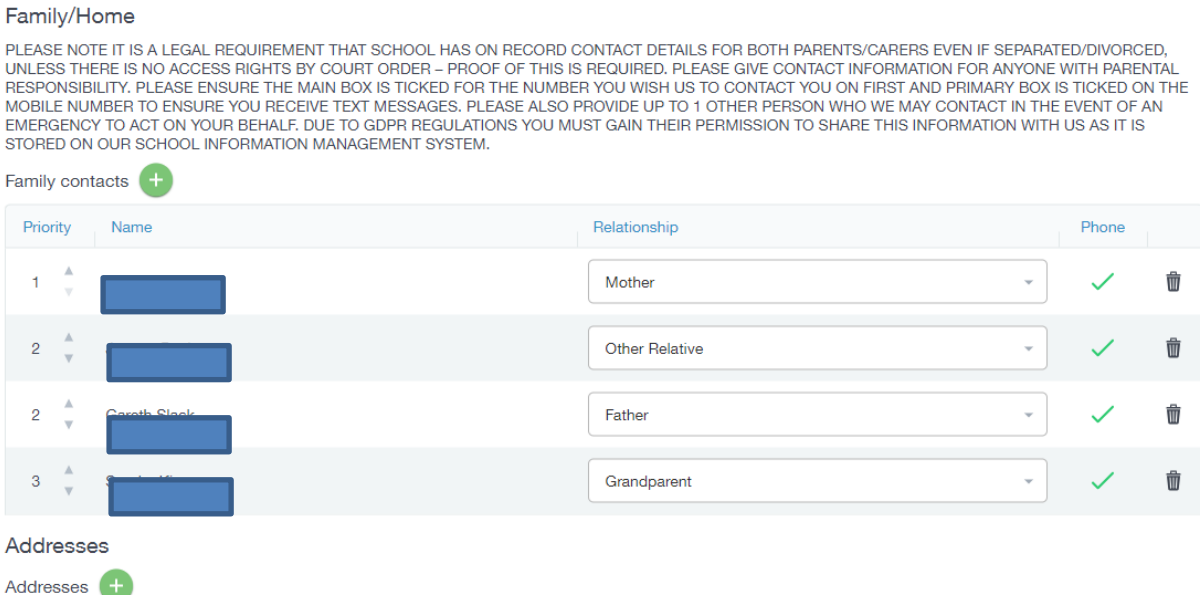
Here you can review the contact information the school holds for you. At the moment due to GDPR regulations we are only able to show the contacts name and relationship to the child. Please assume telephone/emails are correct unless you know these have changed. If they have changed Please contact school with the new contact details. Any information submitted through Edulink Ones will be picked up by the Data Manager in school who will check and approved it.

The person who is logged in is at the top highlighted in blue

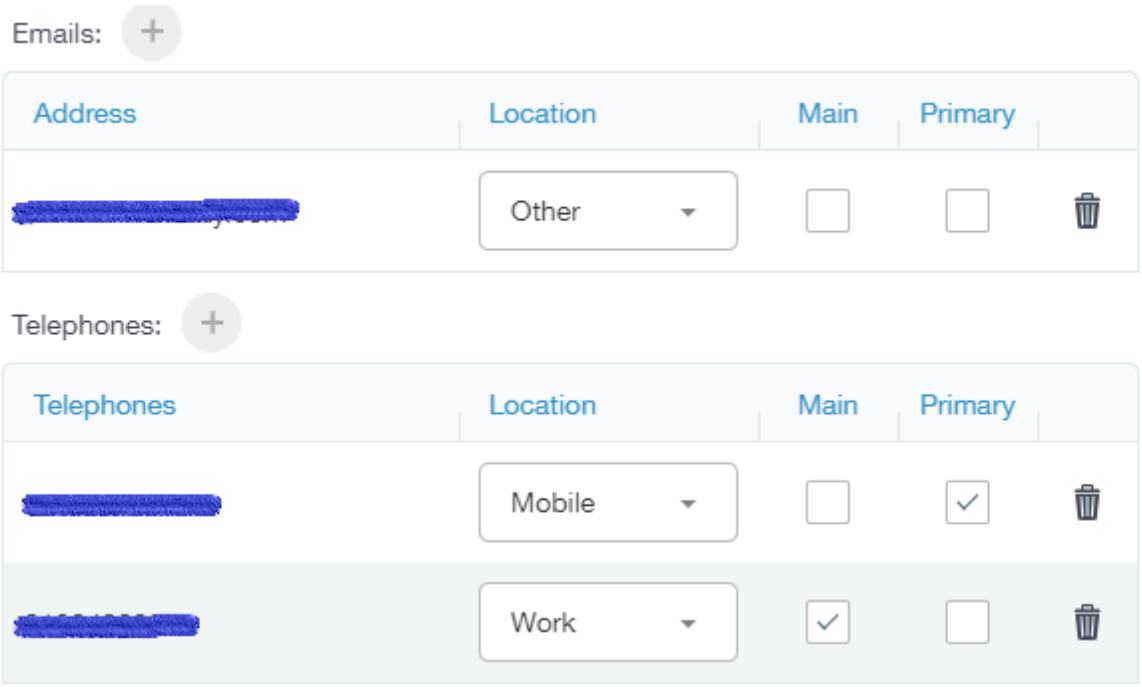
Update/edit details for yourself here.



These are your child/children click on their name and this will reveal all the contacts we curently hold in our system. You can add or delete contacts. When adding a contatc please ensure data is correct i.e. contact name / telephone numbers as at the moment you cannot edit these you will have to delete and add them again if you make a mistake**. We should have contact information for anyone with parental responsibility and up to 1 other person who we may contact in an emergency.**



Please ensure when adding contact telephone and emails including for yourself you pick the correct location i.e. home, mobile or work telephone or work or home email etc. Please tick main for the number you want us to use first if we need to contact you. **Also, any mobile numbers for parent/carers need to be ticked as primary in order for them to receive text messages from school, only priority contact 1 will receive texts.**



Please add data to all sections using the drop-down menus. Please refer to the admissions pack sent to you and read the document on permissions and home school agreement.

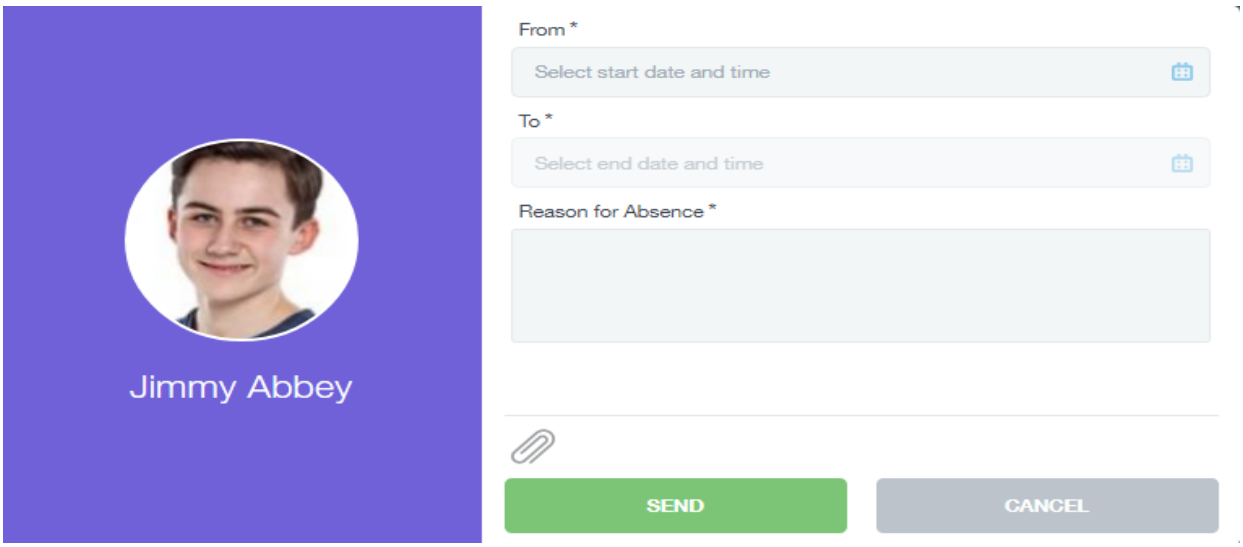
The parental consent section has already been completed when your child started in Year 7 however there are some new photo consents that you may want to consent to, Please be aware only tick either 1a or 1b not both. Consents 2-4 are required to be ticked as part of the school admission process. 5-7 and photo permission are optional.

Absence Reporting

This feature allows you to send a direct message to our attendance officer to notify us of your child's absence / medical appointment or upcoming absence / medical appointment.

If you child is going to be absent due to illness or a medical appointment all day please select 8.30am – 3.15pm for the full day or if it's a medical appointment for part of the day please select the time your child will leave school and the time they will arrive back in school (3.15pm if not coming back to school)

Please use the paperclip to attach any documents in support of absence if required.



Links

This section contains links we think you will find useful specifically for parents and also resources for students to use.

St James's CE High School Website

Bishop Fraser Trust Website

Bolton Council Free School Meals

Salford Council Free School Meals

Microsoft 365

Room Booking System

Sisra Analytics

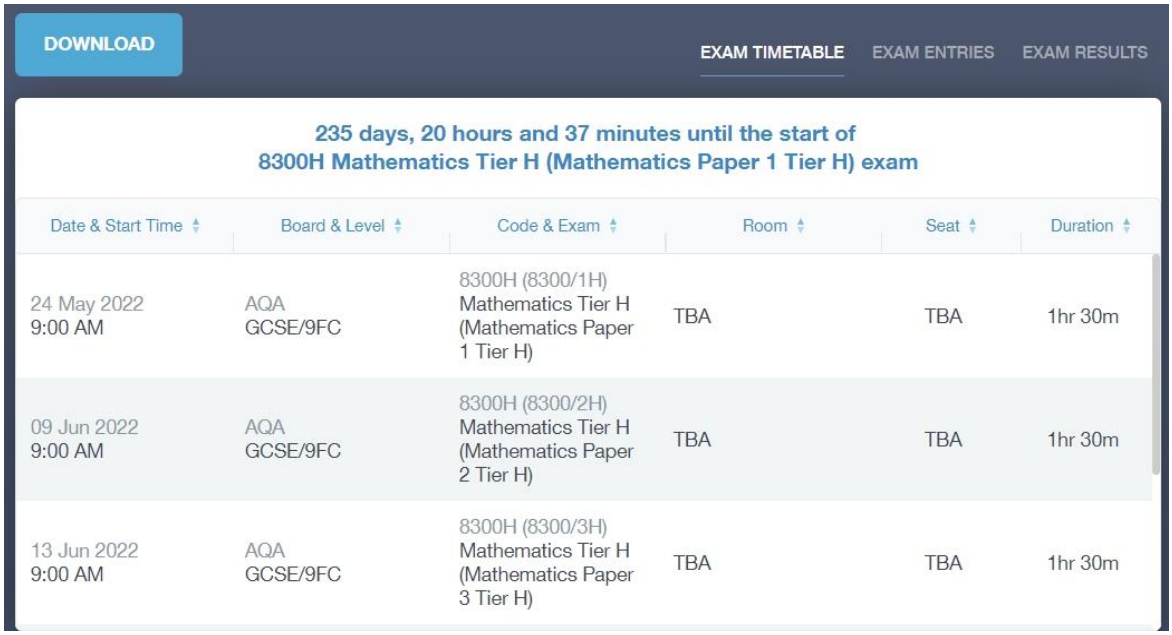
Exams

The exams section contains detailed information about upcoming exams that your child will be sitting. (Year 10 & 11 ONLY)

It includes the **Exam Timetable** along with the exam name, location and their seat number. Your child also has access to this so they can keep track of upcoming exams themselves.

The **Exam Results** tab will show results of any exams your child has sat and their result i.e. RE exam is taken when pupils are in Year 10. Year 11 GCSE examinations pupils come into to collect their results.

Exam Timetable



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

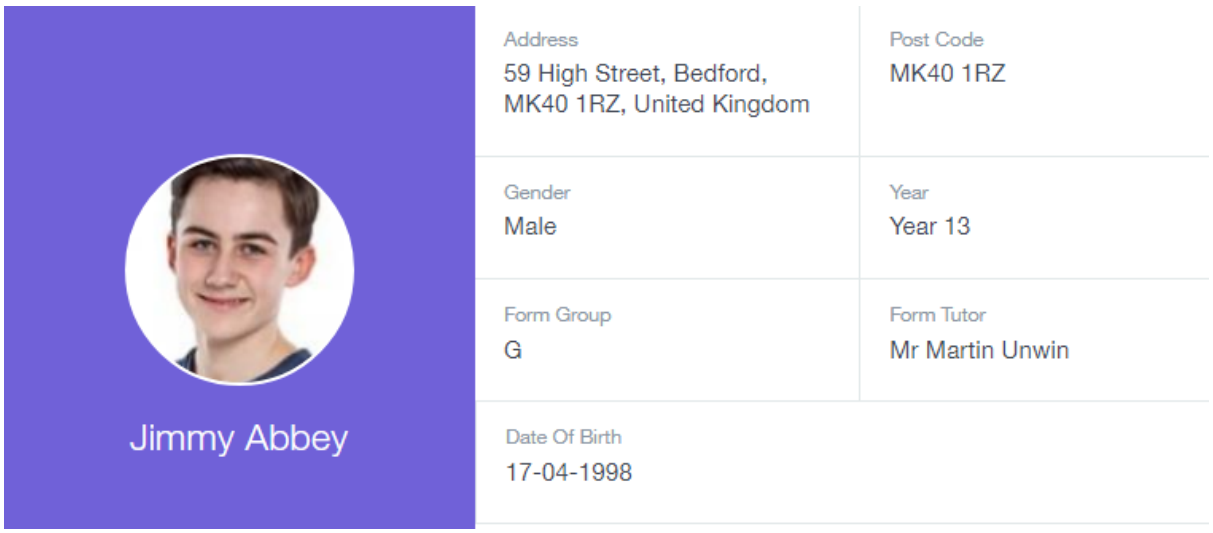
Timetable

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.

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

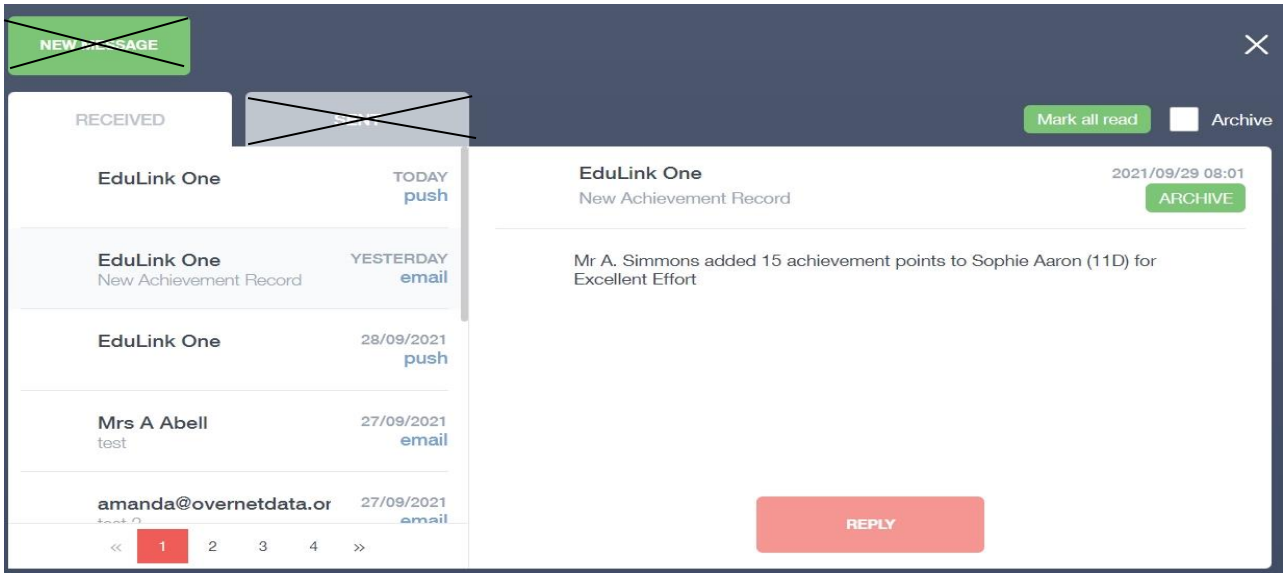
Account Info

Here you can view the current address details the school has on file for your child. Other information includes your child's year group, form group and form tutor. Here you can also easily vie which permissions you have agreed to.



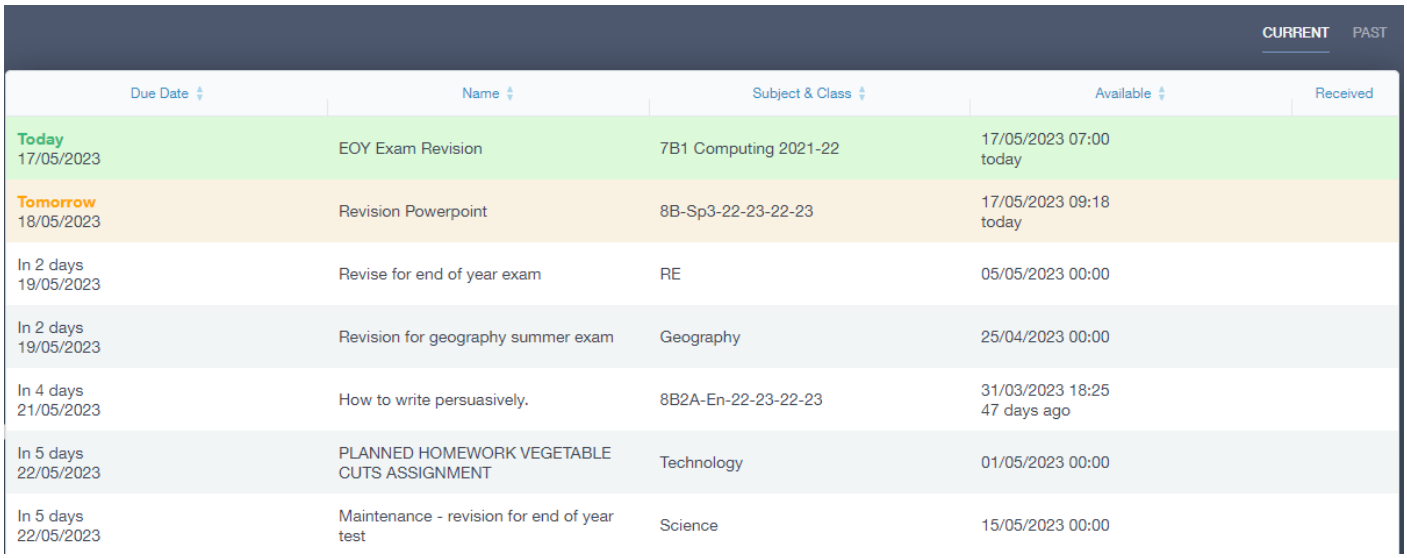
Messages

The message button can be found in the bottom right of the screen. We will send notifications which will appear here for various things including behaviour/achievements, detentions and to inform you of any new documents to view i.e. academic. Curently you can not send messgaes to staff in school using this function please email them direct or contact school. Staff email addresses can be found on the noticeboard.



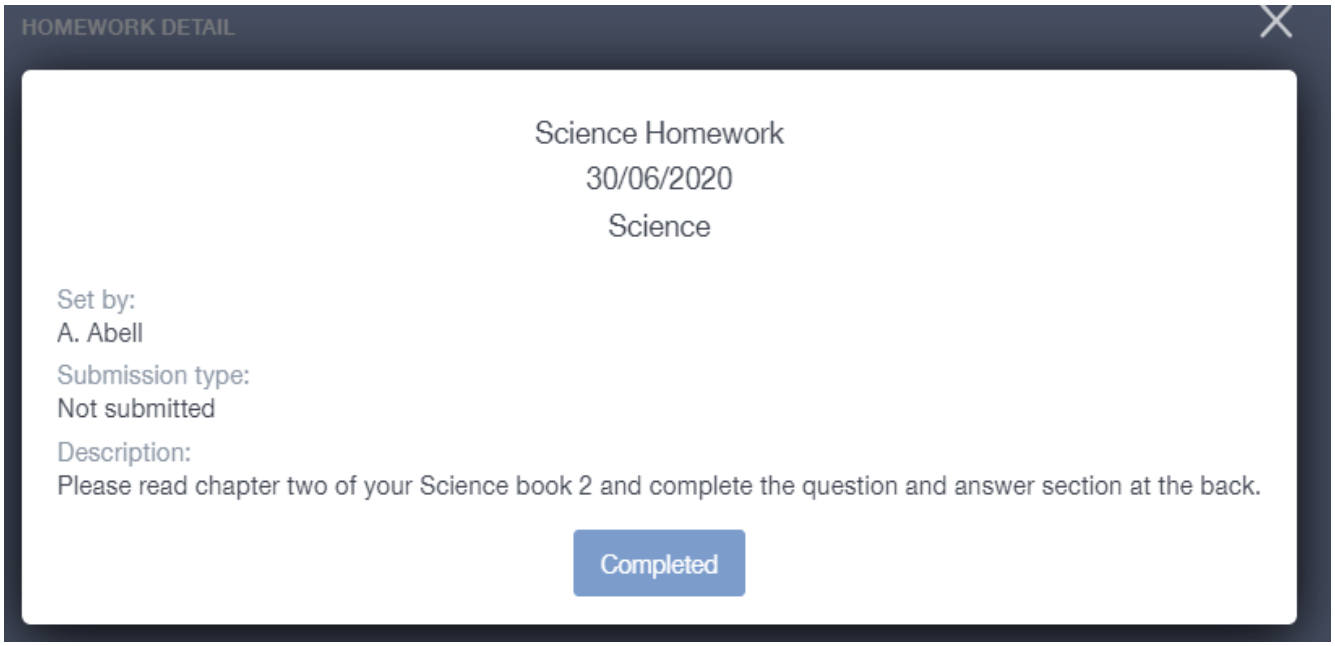
Homework

You can view your child's homework in this section, it gives you information of the teacher who has set the homework, the subject and when it is due in. Students can also see what homework has been set and when it is due it appears in a list format which can be organised by clicking on the headings.



Due Date	Name	Subject & Class	Available	Received
Today 17/05/2023	EOY Exam Revision	7B1 Computing 2021-22	17/05/2023 07:00 today	
Tomorrow 18/05/2023	Revision Powerpoint	8B-Sp3-22-23-22-23	17/05/2023 09:18 today	
In 2 days 19/05/2023	Revise for end of year exam	RE	05/05/2023 00:00	
In 2 days 19/05/2023	Revision for geography summer exam	Geography	25/04/2023 00:00	
In 4 days 21/05/2023	How to write persuasively.	8B2A-En-22-23-22-23	31/03/2023 18:25 47 days ago	
In 5 days 22/05/2023	PLANNED HOMEWORK VEGETABLE CUTS ASSIGNMENT	Technology	01/05/2023 00:00	
In 5 days 22/05/2023	Maintenance - revision for end of year test	Science	15/05/2023 00:00	

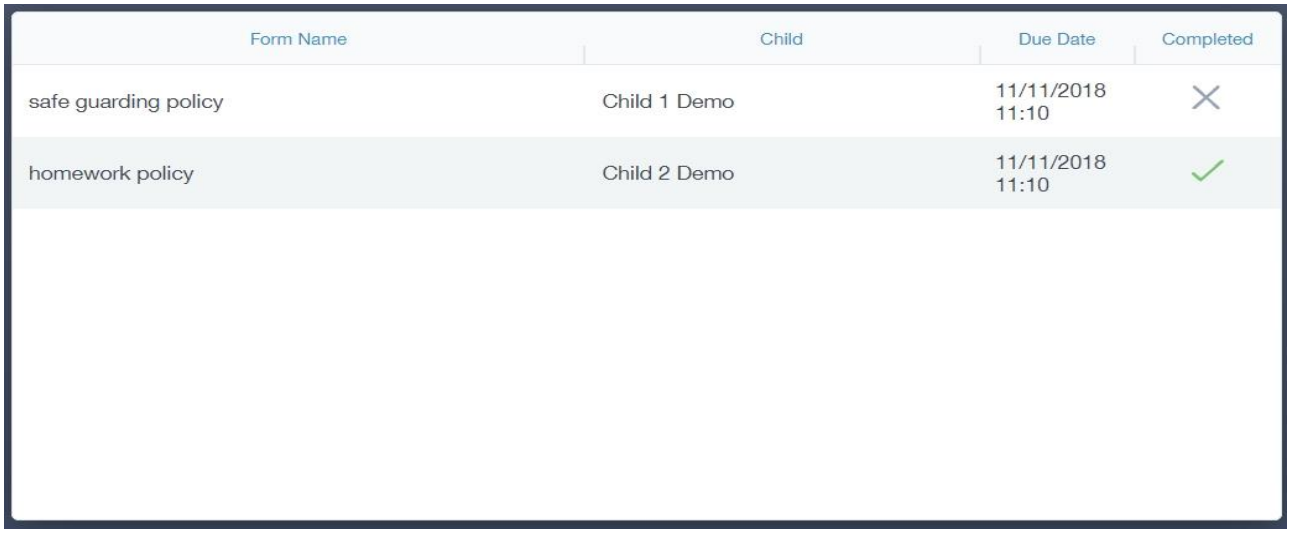
The student and parent can then click on the text of the homework to read the requirements. All pupils are given a log in when they start to access Office 365 and Teams. Teachers may upload PowerPoints or document's relating to homework that has been set. To exit this just click on the **X** in the top right corner.



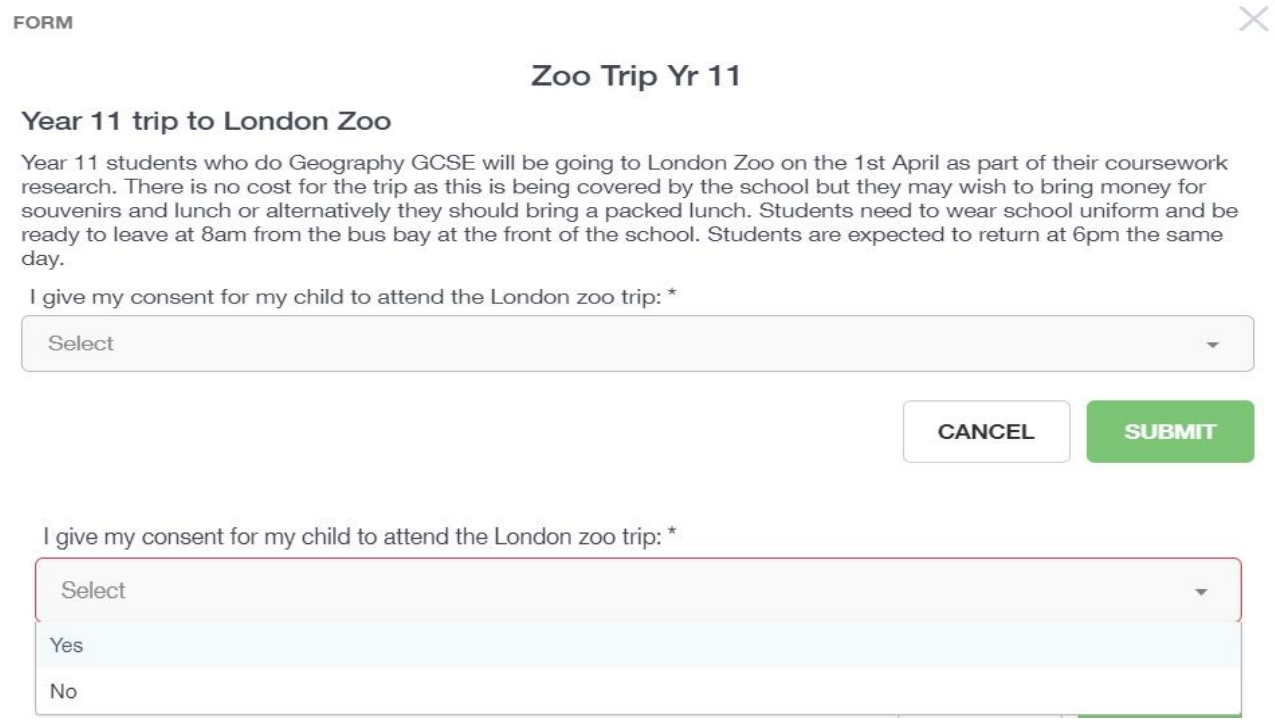
Forms

You can fill out a form sent by the school in the Forms icon. Schools will send out forms for many reasons: school trips, questionnaire's, permission forms etc. If there is a form to be completed the forms icon will indicate this with a red circle number.

The forms screen is created as a list, providing details about your child/children, the due date and whether you have completed the form or not. You need to click on a form to fill it in.



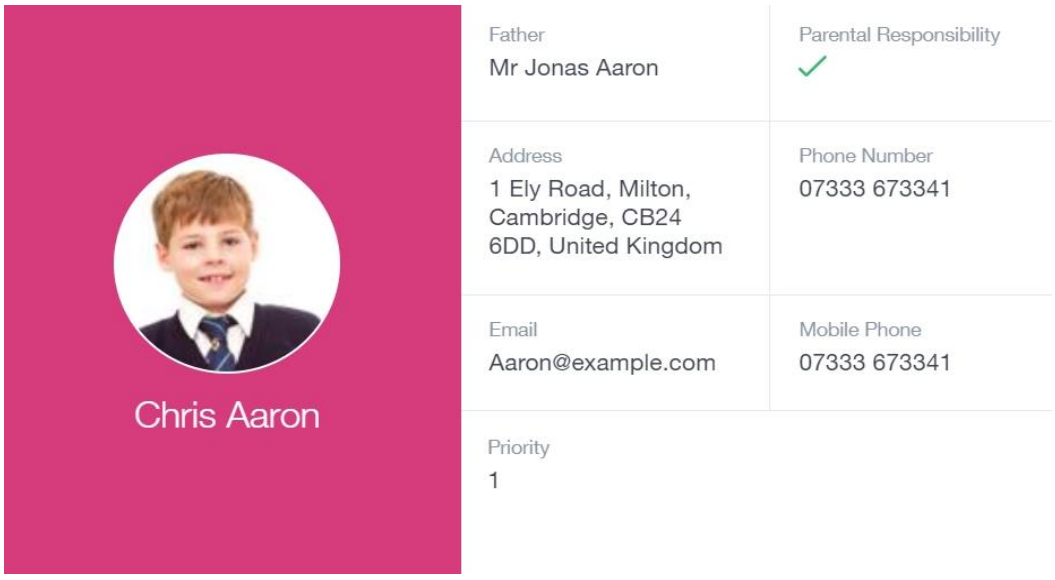
A new window opens where you can read the details regarding the form and make any necessary selections or comments. Then click submit.



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.



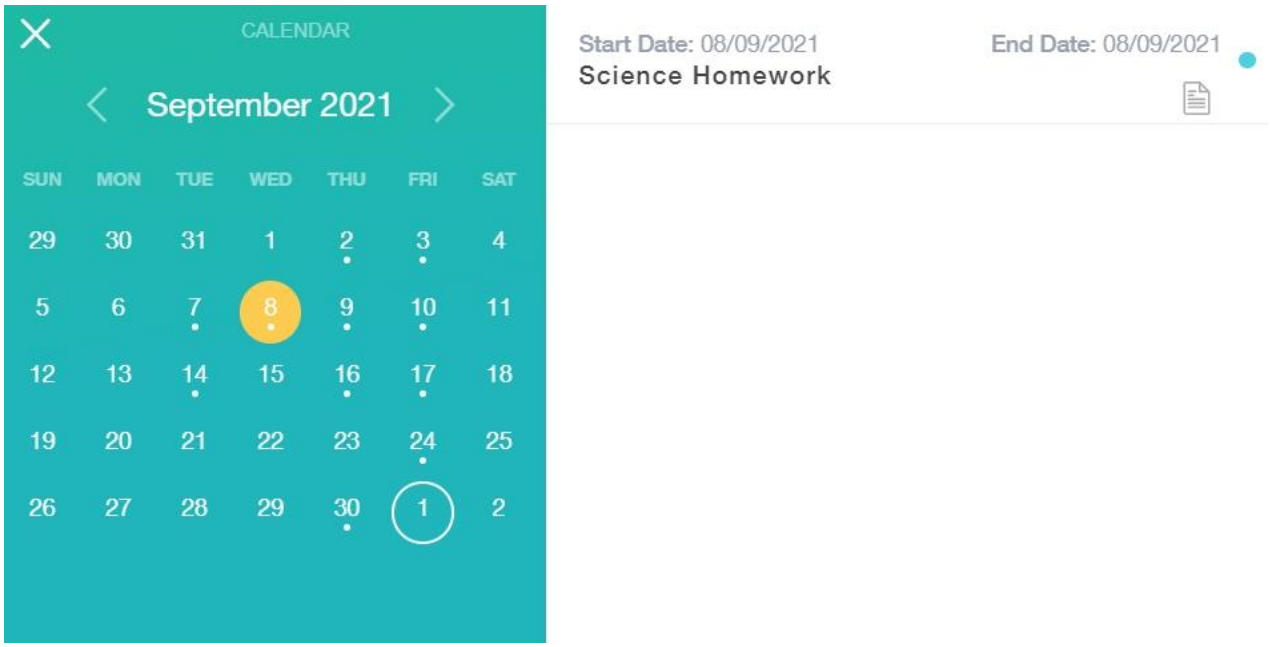
Noticeboard

The noticeboard is where you can see news and upcoming announcements from the school. We will also upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of trips, shows or parents' evenings.

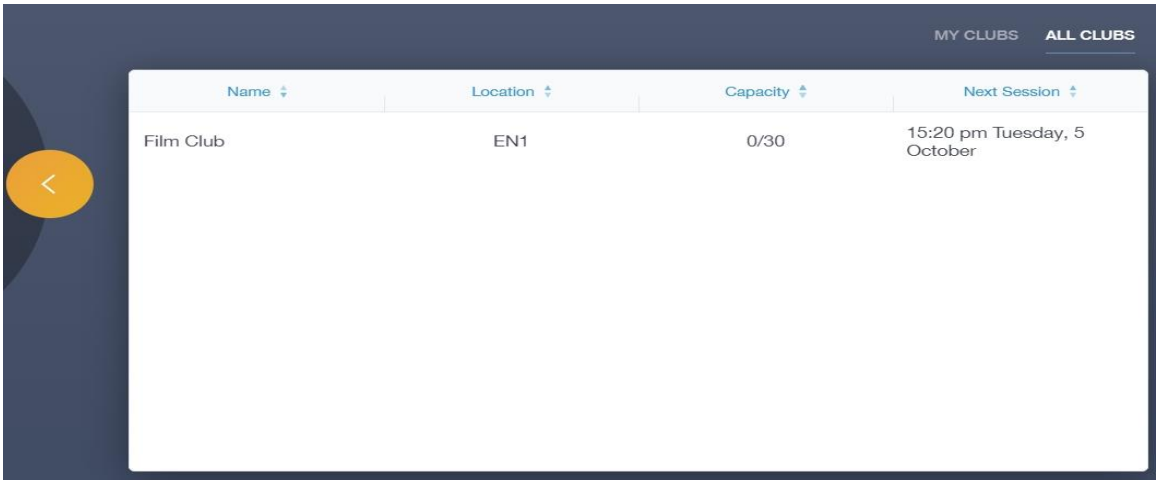
Calendar

Here you can see the events that are going on in school, such as term dates, parents' evenings staff training days, school events and more.
Homework for your child will also be available to see in the calendar.



Clubs

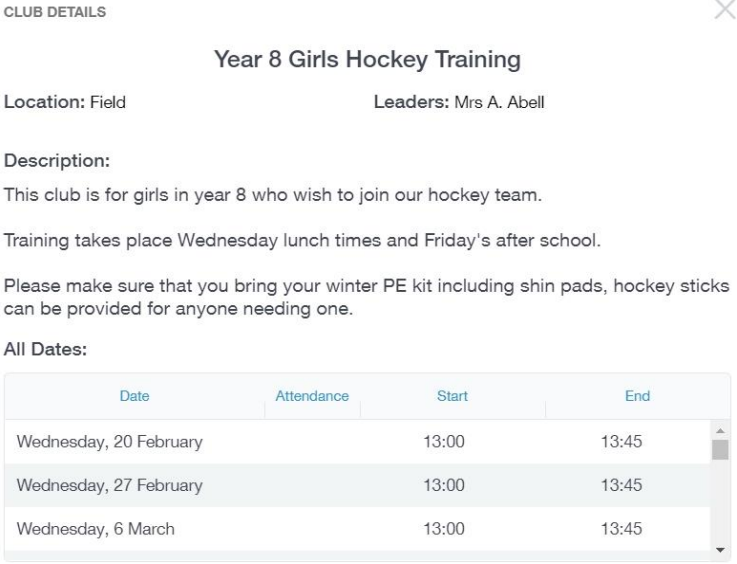
Clubs are a great way for your child to get involved in extracurricular activities. Parents can use the Clubs area to help their child sign up for open clubs the school is running. For any invitation only clubs, parents will see these under the **My Clubs** tab.



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