



November 2022

Dear Family,

EduLink One App - New Features

Many of you have been using EduLink One to view information regarding your child and to contact us. You may or may not be aware that EduLink can be accessed via the web or by an app for smart phones.

We ask that if you have not already done so, please download the EduLink App onto your smart phone. The app is free from the Apple or Android store and will enable you to receive notifications and communication from us quickly and easily.

This letter outlines some of the new features that we are going to use EduLink for. You can find more details on the attached instructions.

Reports and Exam Results

You will be receiving your child's first Progress Report of the year soon. For the first time, these reports will be sent out electronically, via the EduLink system. This is so that we can reduce the administration time needed to print and prepare all of the reports, and more importantly, to reduce the cost of energy and materials.

We will send you a text message when reports have been released and can be viewed on EduLink. We can also send them out by email through EduLink.

Attendance and Absence Reporting

You will be able to use EduLink to send a message to our Attendance Officer to report if your child is ill and cannot attend school. You will also be able to attach medical evidence that we sometimes ask for to add to your child's attendance record. **Please only do this to report absence due to illness.** If you need to request time off for an appointment please contact the office as normal in the first instance.

Behaviour, Detentions and Rewards

You should already be able to see the number of reward points that your child has earned. You can also see the number of behaviour points and behaviour events, if your child has gained any, and any detentions that they have been issued with.

Consent Forms for Trips and Events

We already use Edulink for consent forms for trips but will be going entirely paperless. If your child is involved with a trip or event you will need to log into Edulink to give consent online.

Parents Evenings

We have already started to use Edulink for you to make bookings for Parents Evenings and other events. This will continue.

Timetable and Exams

You can view your child's timetable to see what lessons they have each day. You can also view the exams that they have scheduled, for mock exams, and then for the real GCSE exams when the time comes in Year 11.

Calendar

Students can add dates and events to their Edulink calendar. We are also in the process of setting it up with adding key dates such as holidays, Inset days and events. Parents should also be able to see the calendar in time.

Homework

Work that has been set on Teams for students as an Assignment will flag up in the parent and student Edulink Homework section so that you can keep track of work that is being set.

We are asking all teaching staff to begin to set homework in Teams as assignments, clearly labelled with instructions, so that you can view them and the deadlines to further support your child.

Changing Your Details

If you need to change your email address in our records in order to receive Edulink communication please contact info@wbca.shirelandcat.net or call the academy office on 0121 393 4850.

Help and Support

If you need any help downloading or logging into Edulink we are offering some drop-in sessions for help and support.

- Friday 2nd December at 2pm-3pm with Miss Grigg/Miss Yasmin
- Tuesday 6th December at 2pm-3pm with Miss Grigg/Miss Yasmin
- Thursday 8th December at 2pm-3pm with Miss Grigg/Miss Yasmin

Please support us by downloading and using Edulink – it will really help us to improve our communication with you. We aim to activate the new features from Monday, 28 November 2022.

Kind regards,

Miss M Gardner

Vice Principal