



Parent Guide  
North Halifax Grammar School

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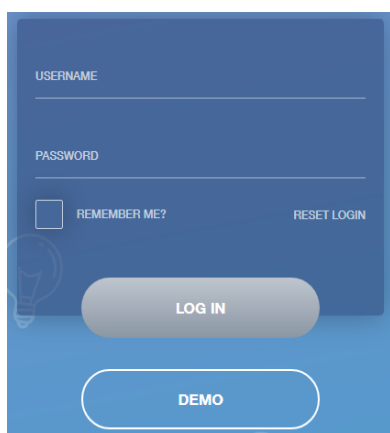
## A Parents' Guide to Getting Started with "EduLink One"

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

This is your school's individual login link if you use a browser to log in.

Start by going to <https://www.edulinkone.com/#!/login?code=nhgs>



After clicking the link this will take you straight to the EduLink One login page for your school.

Here you will just need to enter your **username** and **password** to login. This will have been sent to you by the school.

If requested, the school ID is NHGS.

### Downloading and Using the App

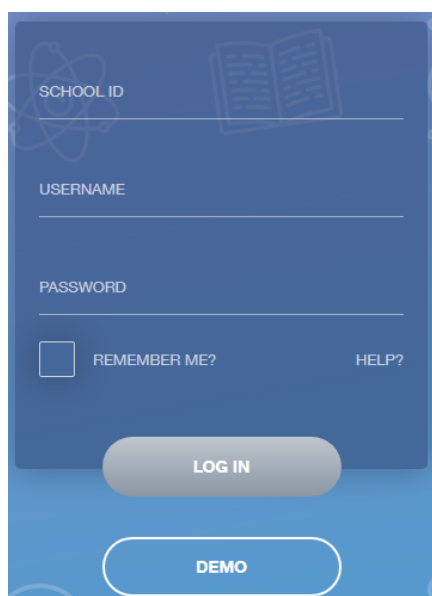
The EduLink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

#### 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.

The SCHOOL ID is **NHGS**.

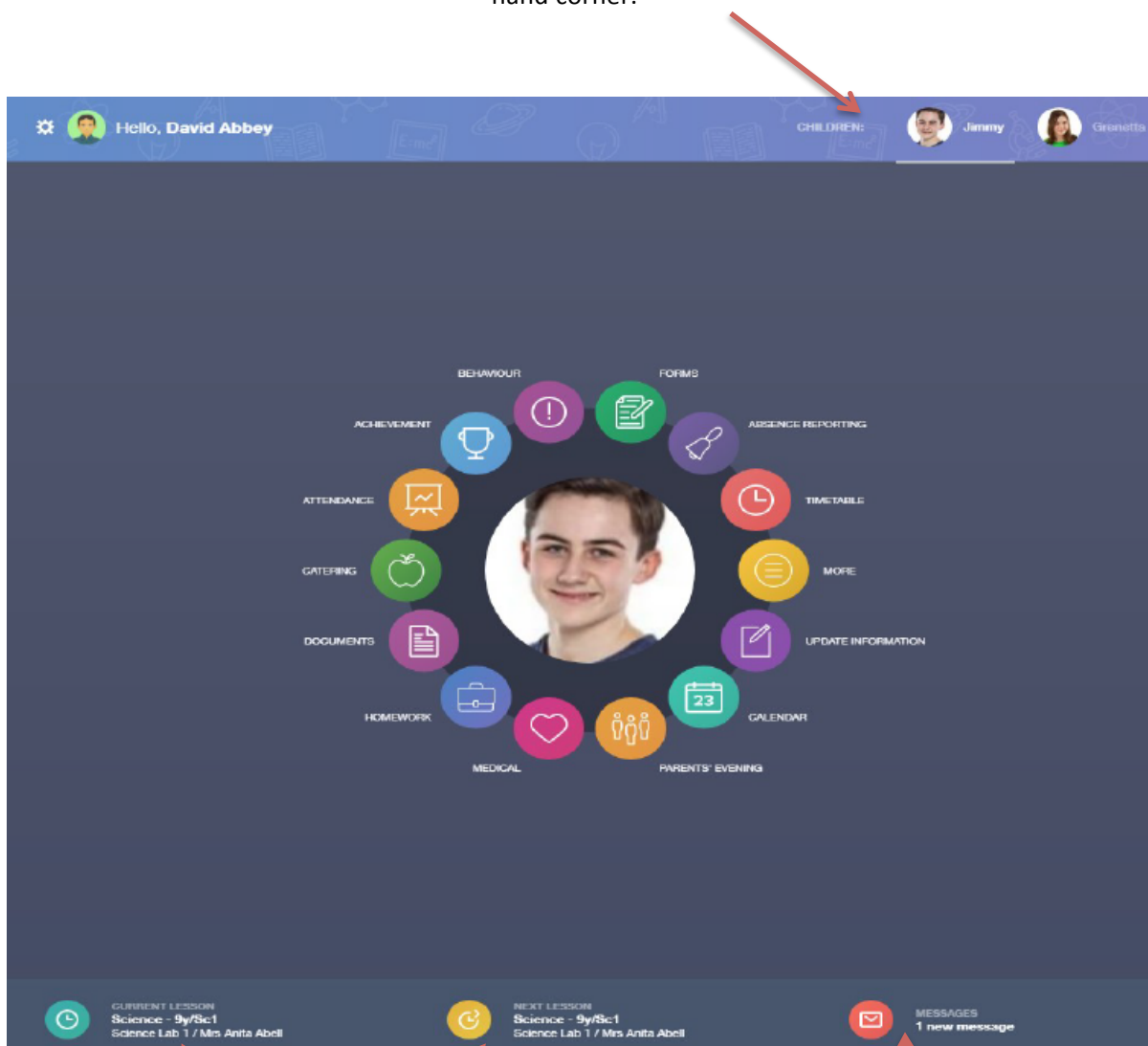
Here you will just need to enter your **username** and **password** to login. This will have been sent to you by the school.

## Main Screen

Once logged in you will see the main screen in Edulink One, where you will be able to navigate through the different sections of Edulink One to view a selection of information about your child/children.

Please see an example of the main screen. The various options may vary between schools.

If you have more than one student in school, it's easy to switch between each one. Just select which you would like to view in the top right-hand corner.



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 on which day this has happened and various details about the incident.

Type & Date †	Comment & Teacher †	Action & Info †	Location & Status †	Points †
27-01-2020 Not Equipped for Lesson	Mrs A. Abell -	Discussed with Pupil -	- Unresolved	10
24-01-2020 Defiance	Mrs A. Abell -	Cooling Off Period -	- Unresolved	10
21-01-2020 Bullying	Mrs A. Abell -	Actions Agreed -	Classroom Unresolved	50
21-01-2020 Disruptive Behaviour in Class	Mrs A. Abell -	- -	- Review in 2 Weeks	10
21-01-2020 Damage to Property	Mrs A. Abell -	Actions Agreed -	- Unresolved	25

+ Total Negative Points **105**

### 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 or not your child has attended.

Date †	Type †	Location †	Start Time †	End time †	Attended †
15-10-2015	Head of Year	Main Hall	15:05:00	16:00:00	Attended
06-10-2015	Lunchtime Detentions	Maths Room 1	12:00:00	12:30:00	Not Recorded

## Achievement



This section is where you can view information on positive achievements which 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.

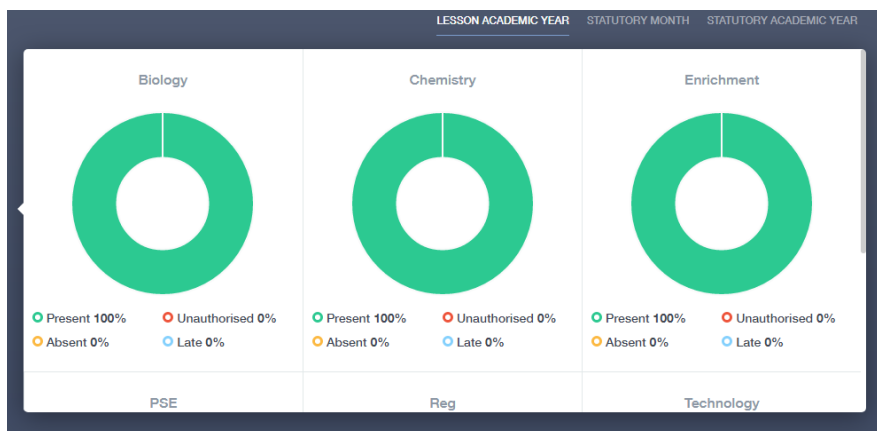
Please see the example below.

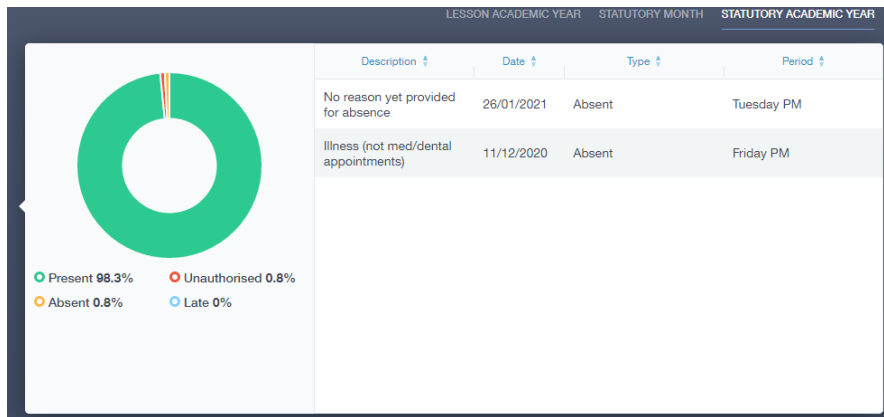
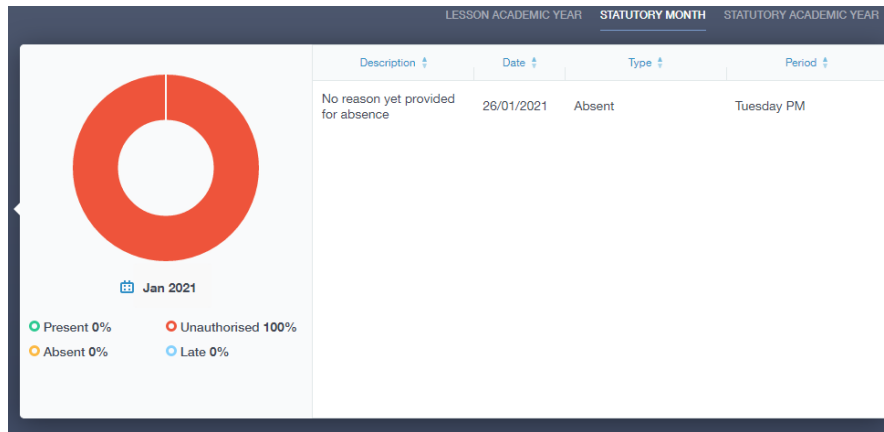
Type & Date	Comment & Teacher	Activity & Info	Award	Points
02-05-2016 Sporting Representation	Mr Adrian Blacker Won the Hockey schools county cup	Extra-curricular activity -	Achievement Award	10
01-04-2016 Excellent Effort	Mr Adrian Blacker Excellent Effort during group speaking and listening activity	English 11y/En1 - Wed:2	Achievement Award	15
17-03-2016 Musical Activity	Mr Adrian Blacker Grade 2 on Keyboard	Music 11y/Mu1 - Tue:4	Achievement Award	10
17-02-2016 Gold Award	Mr Adrian Blacker 99% in his end of topic test	Mathematics 11y/Ma3 - Mon:1	Achievement Award	30
01-11-2015	Mr Adrian Blacker	Information &	<b>Total Achievements Points 145</b>	

## Attendance



This section gives access to your child's lesson attendance and statutory attendance by month and year.





## Reports



In this section you will find all the monitoring reports related to your child.

All monitoring reports from the start of this year 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 March 2013	
Demo_example_document.pdf Individual Behaviour Report	General Document	8 March 2013	

## Forms



This section allows you to complete and submit any forms required to gather information for school.

## Parents' Evening



Further guidance will be sent out separately on how to access this area.

## Update Information & Contacts



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.

Address	Location	Main	Primary	
David@example.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Number	Location	Main	Primary	
01000 100100	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

**SAVE**

**Family/Home**

Family contacts

Priority	Name	Relationship	Phone
1	David Abbey	Father	✓
2	Pip Americana	Mother	✓

Addresses

Addresses +

Location Addresses

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school maybe required to share some of the data with the Local Authority and with the DfE.

SAVE

## Absence Reporting



This feature allows you to send a direct message to notify the school of your child's absence or upcoming absence.

The example below shows how pick the time and date period for the absence request and the reason as to why the absence is occurring.

Jimmy Abbey

From \*

Select start date and time

To \*

Select end date and time

Reason for Absence \*

SEND CANCEL

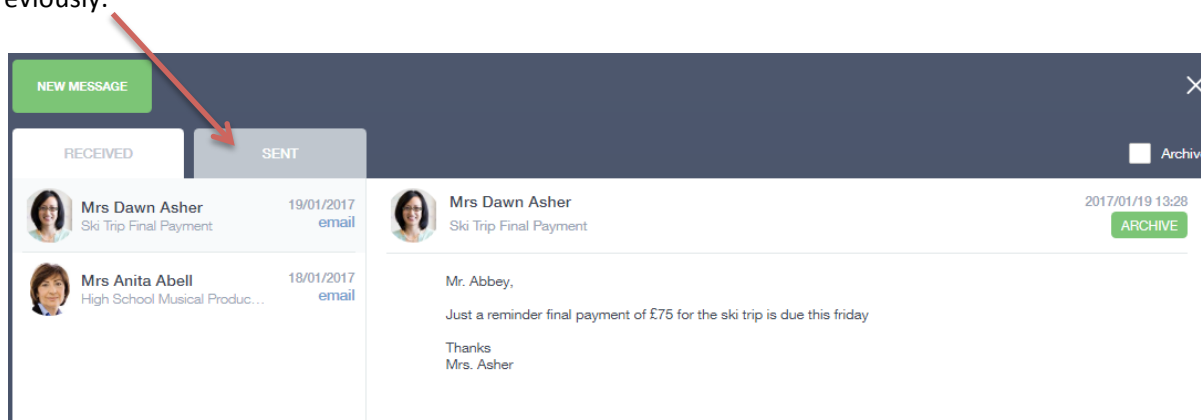
## Messages



The message button can be found in the bottom right of the screen or the top right hand corner if using the app. Here you can read messages that have been sent through to you from staff at the school. You can reply back to messages here directly. You can also write and send messages to one or more teachers, your child's Student Progress Tutor and Year Group Leader.



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.

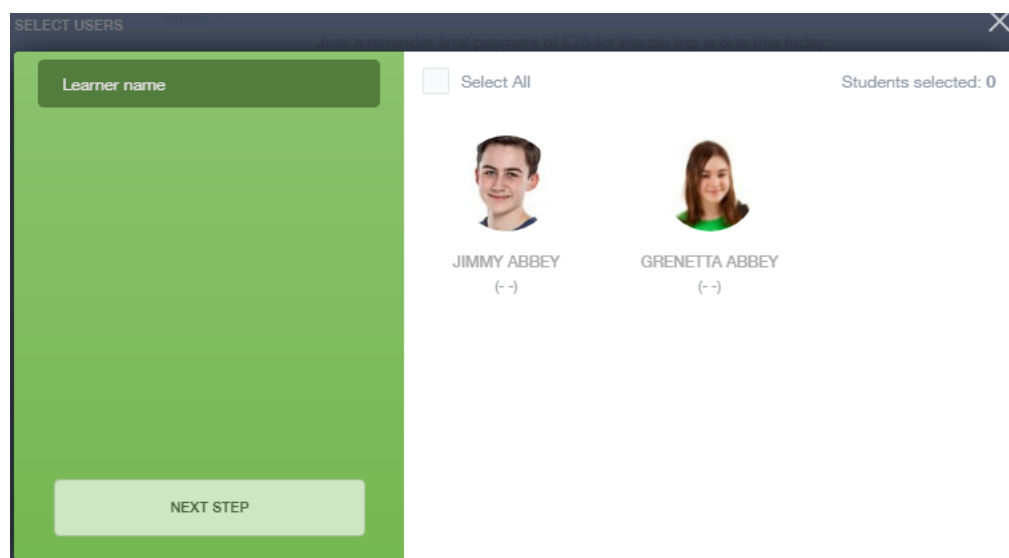


### Sending a new message

To begin sending a new message you will need to click the green new message button as shown in the picture above.

Next you will have to select your child/children.

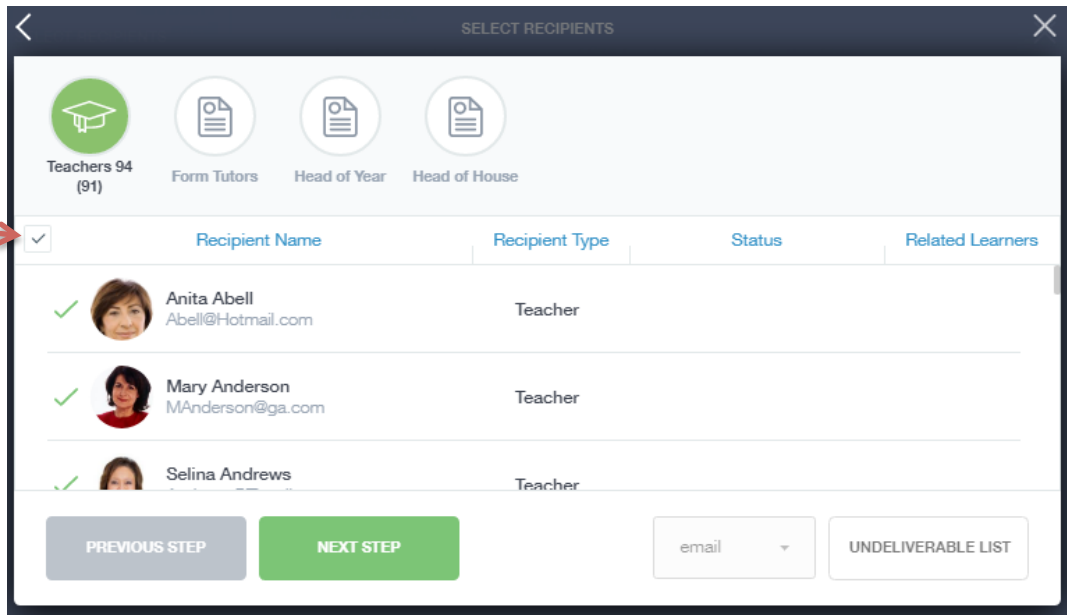
Once selected click the next step button.



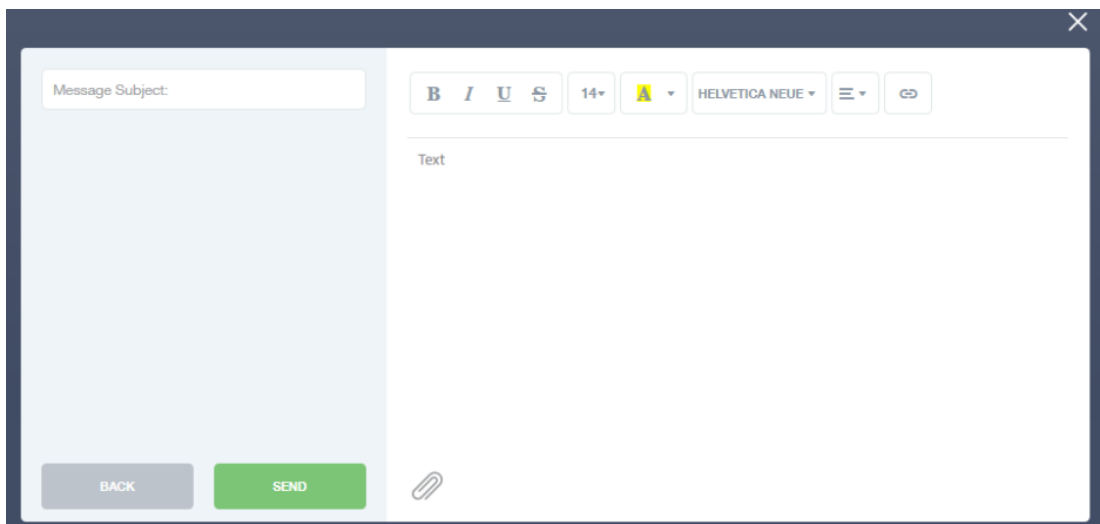
Next, choose the person to send your message to. As you can see in the example below it is broken down into teachers and form tutors (Student Progress Tutor).

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 unselect all using the smaller black tick. Click next when done.

Deselect all



You will now see a message box – see below. Here is where you write your message and message subject.



You can also click the paper clip to attach files if needed. Once completed, you can click the send button.

## Links & Noticeboard



This section will contain links to resources for students and parents to use along with information and notices.





entpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC

NSPCC



foodbank

Foodbank

## 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					
Class	Subject	Room	Teacher	Start	Finish
TuA Tutor Time	Tutor Time 7U/TT4	Maths G47	Mrs M Puleston	08:40	08:55
TuA Period 1	Art & Desi 11z/ArD	Art G11	Miss C Daniel	09:00	10:00
TuA Period 2	Media Stud 11z/MsC	ICT Tech G13	Ms J Shepherd	10:05	11:05

## Account Info



Here you can view the current address details we have on file for your child, other information on your child's year group, house and tutor are also available.



Jimmy Abbey

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