



Parent Guide for  
Clitheroe Royal Grammar School

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### A Parent's 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.

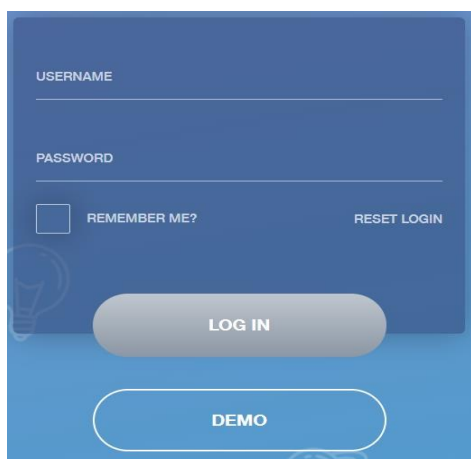
#### Web Browser Instructions

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

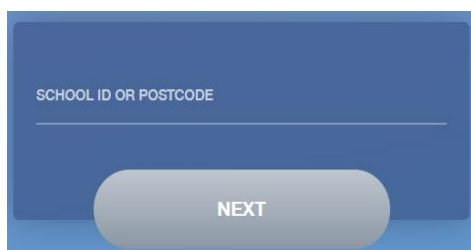
Start by going to [EduLink One](https://www.edulinkone.com/) or if you are not using your school’s direct link, visit <https://www.edulinkone.com/>.

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

If you do not have a direct link, you will need to enter your **School ID** and press **Next**. Your School ID is **clitheroe**.



The login page has a dark blue background. It features a 'USERNAME' label above a text input field, a 'PASSWORD' label above another text input field, a 'REMEMBER ME?' checkbox, a 'RESET LOGIN' link, a 'LOG IN' button, and a 'DEMO' button.



This page has a dark blue background and a 'SCHOOL ID OR POSTCODE' label above a text input field. At the bottom is a 'NEXT' button.

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

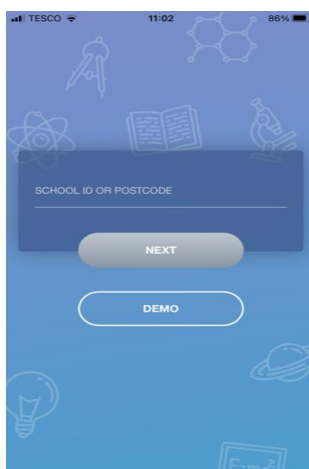
The EduLink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.

##### Apple App Store

<https://itunes.apple.com/gb/app/edulink-one/id118809029?mt=8&ign-mpt=uo%3D4>

## Android Google Play

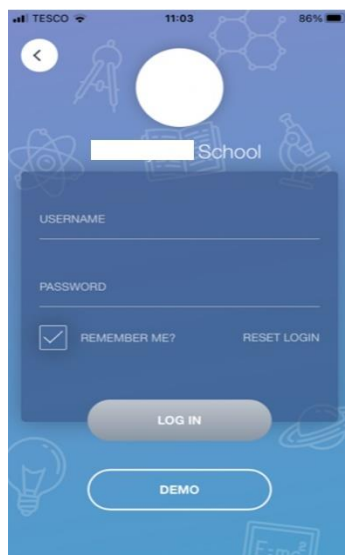
<https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en>



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.



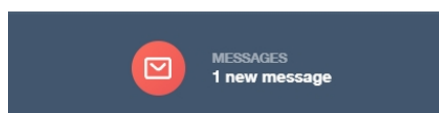
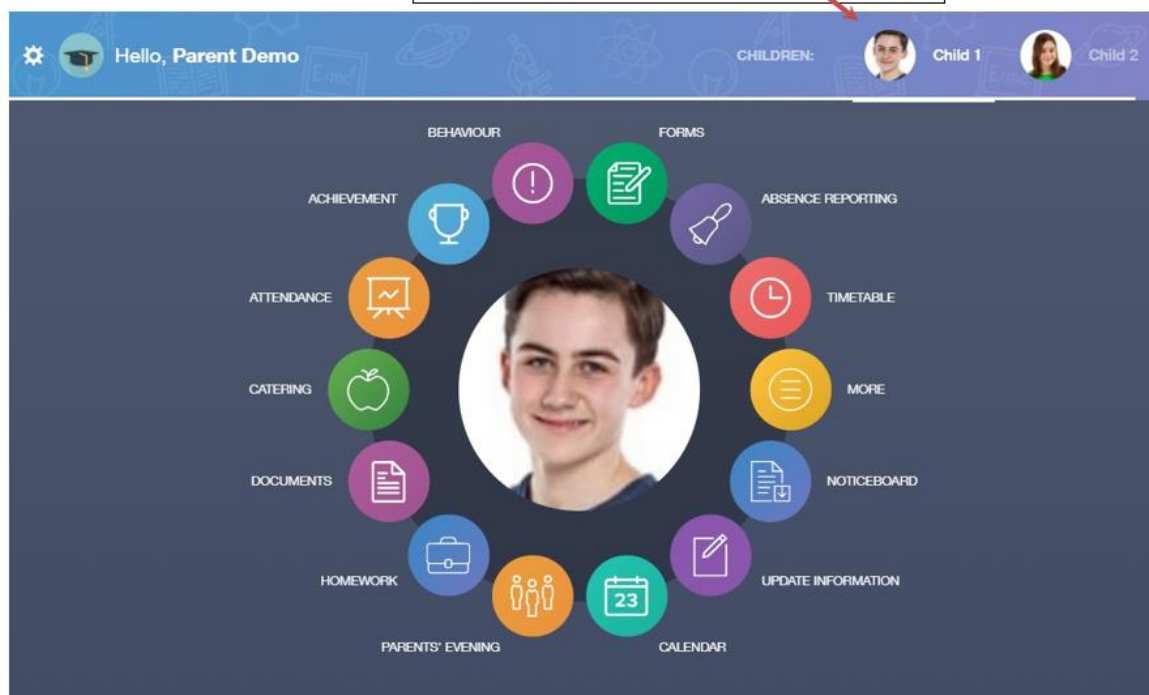
If you forget your username or password, please check your email.

## 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.



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 or penalty points 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				
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

## Achievement



This section is where you can view information on merit points 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

## Documents



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

This 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	

## Links



This section contains links to resources for students to use.

There are also links specifically for parents.



rentpay



Academy Uniform Policy



Academy Uniform Shop



Academy L



a Learning



Childline



NSPCC



Foodbank

## 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

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 RESULTS		
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.

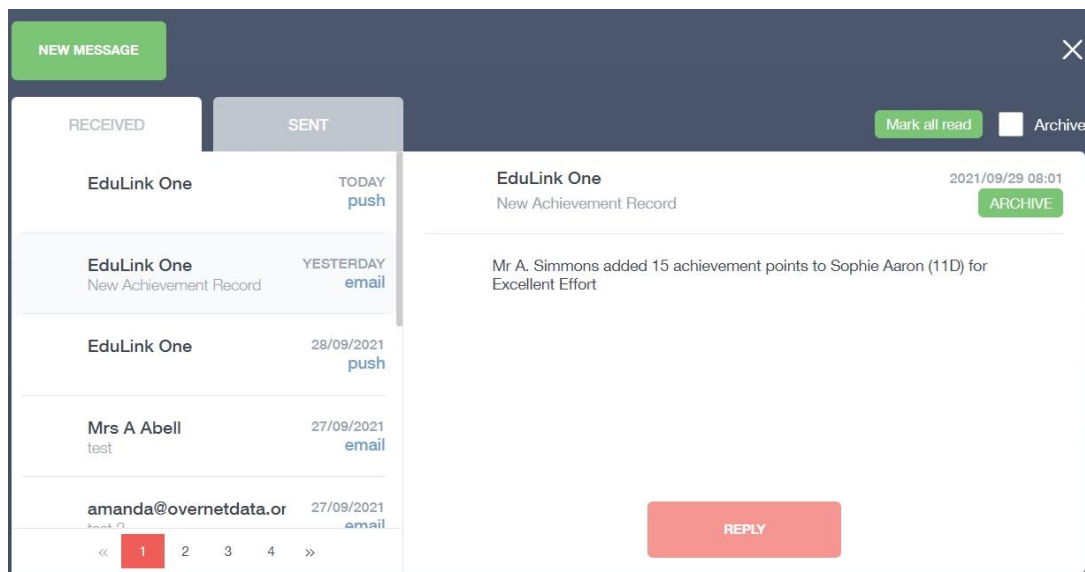
 <p>Jimmy Abbey</p>	Address	Post Code
	59 High Street, Bedford, MK40 1RZ, United Kingdom	MK40 1RZ
	Gender	Year
	Male	Year 13
	Form Group	Form Tutor
	G	Mr Martin Unwin
	Date Of Birth	
	17-04-1998	

## 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.

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.



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.

## 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, meal selection, permission forms etc...

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 out.

Form Name	Child	Due Date	Completed
safe guarding policy	Child 1 Demo	11/11/2018 11:10	✕
homework policy	Child 2 Demo	11/11/2018 11:10	✓

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

FORM



## Zoo Trip Yr 11

### Year 11 trip to London Zoo

Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day.

I give my consent for my child to attend the London zoo trip: \*

Select

CANCEL

SUBMIT

To fill in a form, select an answer from the dropdown list, e.g. yes or no. Then press Submit.

I give my consent for my child to attend the London zoo trip: \*

Select

Yes


No

## 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, **please contact the school.**



Chris Aaron

<b>Father</b> Mr Jonas Aaron	<b>Parental Responsibility</b> ✓
<b>Address</b> 1 Ely Road, Milton, Cambridge, CB24 6DD, United Kingdom	<b>Phone Number</b> 07333 673341
<b>Email</b> Aaron@example.com	<b>Mobile Phone</b> 07333 673341
<b>Priority</b> 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

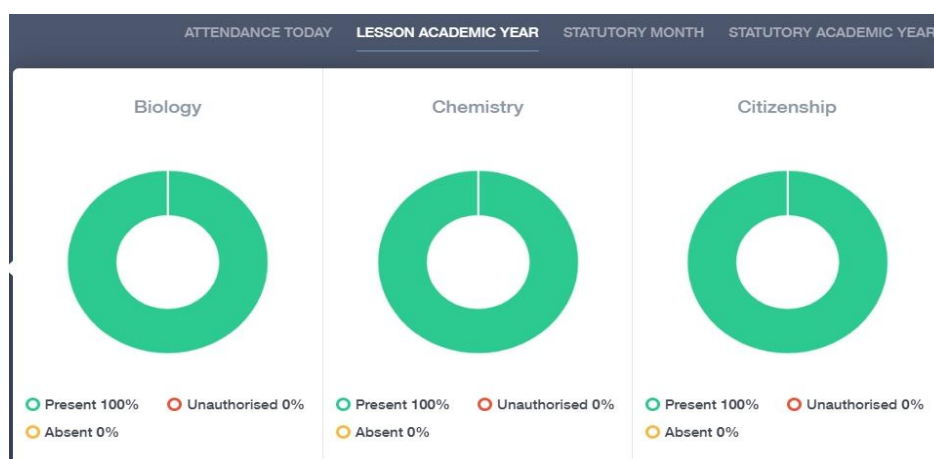
Statutory

Session	Mark	Present
AM	/ Present (AM)	✓
PM	\ Present (PM)	✓

Lessons

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.



## Noticeboard



The noticeboard is where parents can see news and upcoming announcements from the school. Schools can upload newsletters, documents and other useful information.

There is also a snippet section at the top that displays important announcements, like the date of the school panto.

## NOTICEBOARD



### School Panto

Don't forget tonight is the rehearsals for Snow White



#### Home



Newsletters



school logos



Quote template



Data Processing  
Agreement



Contacts