



# ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

## Edulink One App - new features

Dear Parents and Carers

Following on from the communication sent in January, many of you will already be familiar with our new parental information and communication system, Edulink One. This system allows you to access information about your child(ren) as and when it suits you. Initially, we simply asked you to check that the information that we hold in relation to you for both students and parents was accurate. If you have yet to log in to Edulink One, or to check yours or your child's personal details, the instructions on how to do this are at the bottom of this letter. Please be aware that this includes any medical details or SEN status. There is no longer a requirement for you to contact the school to request changes to details and if changes and amendments are not made, we will assume that the data we hold is accurate and up to date. Where changes are made, these will be processed and will show in Edulink within 2 working days. Where specialist staff members need to be consulted, this time period may be longer. Please be aware that you may make changes to your child's information over the summer period and these will be actioned as soon as possible in September.

We are writing to you now to inform you of some additional features that we have added to Edulink to improve the way that we communicate between home and school. Some of these functions are designed to replace functions previously found on ClassCharts and therefore, ***ClassCharts will no longer be in use at IGS from Sept 2024.***

Details of these additional features can be found below. The page numbers refer to where in the [Parent Guide](#) these are explained in more detail:

### Checking SEN Details: Page 30

We are asking all parents/carers to ensure that the details we hold on a student's SEN need is accurate and up to date. This can now be found by clicking on the 'SEN' button. More information about SEN can be found in our [supporting documentation](#).



### Absence Reporting: Page 24

We are now asking parents/carers to report any student absence through the Edulink app, rather than phoning or emailing the absence line. This can be done easily through the 'Absence Reporting' button.



Headteacher: Mrs Carly Purnell – Ilkley Grammar School

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### **Behaviour Notifications: Page 22**

From September, 'Positives' and 'Negatives' that were previously shown in ClassCharts will now be shown as 'Praise' and 'Behaviour' and will only be available to be viewed in the relevant sections of the Edulink app.



### **Viewing Homework: Page 26**

All homework will be set by staff on Edulink from September and therefore will be viewable for parents/carers through the 'Homework' icon. To view the tasks that your child(ren) has been set, simply click on the homework icon on the dashboard and this will show the task, deadline and other information.



### **Parents Evening: Page 32**

All parental consultation evening appointments will need to be booked through the 'Parents Evening' button on the Edulink app moving forward. You will receive further information and instructions regarding this, prior to the first consultation evening of the academic year.



### **Tracking Reports: Page 15**

As you will be aware, we report on the progress of all students at least twice per academic year. Reports will be sent to parents/carers emails, via Edulink once they become available. They will also remain available for you to view at any time in the 'Documents' section of the app.



### **Exam Entries and Exam Timetables: Page 16**

As with the tracking reports, these will be sent via Edulink and can be seen by clicking on the 'Exams' button. These will remain available for you to view at any time.



We hope you find this new system useful and easy to use. If you require further support please email [admin@ilkleygs.co.uk](mailto:admin@ilkleygs.co.uk).

*Please remember that any updates cannot be made in the individual areas of the Edulink app, these can only be done through the **'Update Information'** button.*



When more additional features become available, we will keep you updated.

As part of other system updates, please be aware that passwords will be required to be reset prior to the new academic year. We will prompt you to reset your login when this change is needed.

### **Need to Sign in to Edulink for the first time?**

Go to <https://login.edulinkone.com/#!/login?code=ilkleygrammar> and use the RESET LOGIN link.

**How do I check the details for my child?**

To see the medical and consents sections in the update information tool, you must be looking at the student's record rather than your own. To switch between people, click the name at the top of the update information area and choose the correct person from the dropdown list. Please see page 9 in the Edulink Guide for more information on doing this.

**How do I let you know I've checked the details?**

If you need to make changes, these will notify us before they get submitted onto our systems. Please do complete the form in the forms section either way however, so that we can be sure that your information is accurate.

Yours Sincerely,

Ms F Martini  
Assistant Headteacher  
Achievement, Standards and Data Systems