

## New Parent's Guide to Getting Started with our App/Website

We like to keep all parents informed with info about school, specifics about your child, their year group and whole school matters. Our website & smartphone app Edulink One also has many time-saving features like contacting teachers and digital permission slips, absence reporting and more functions to be introduced in future months, hence lets us serve you more efficiently so our efforts can be concentrated on education rather than administration. Your password link is emailed upon joining.

Beyond just accessing info about your child(ren), you can interact with Oakfield too, eg messaging teachers, submitting forms, making choices. Pupils will be getting limited access too, so they can be reminded of homework, track their house point achievements, etc, however it's important not to share your password even within your family so we know it's you authorising absence etc. You can request others with parental responsibility in your family have their own password via [systems@oakfieldacademy.co.uk](mailto:systems@oakfieldacademy.co.uk)

There are two ways to use Edulink: on any computer's web browser or via smartphone / tablet app. Do see our brief video guide <https://bit.ly/3xnXFEZ> Feedback / support via [systems@oakfieldacademy.co.uk](mailto:systems@oakfieldacademy.co.uk)

### Web Browser Instructions

Visit (& bookmark) <https://www6.edulinkone.com/#!/login?code=oakfield> (please 'allow notifications')



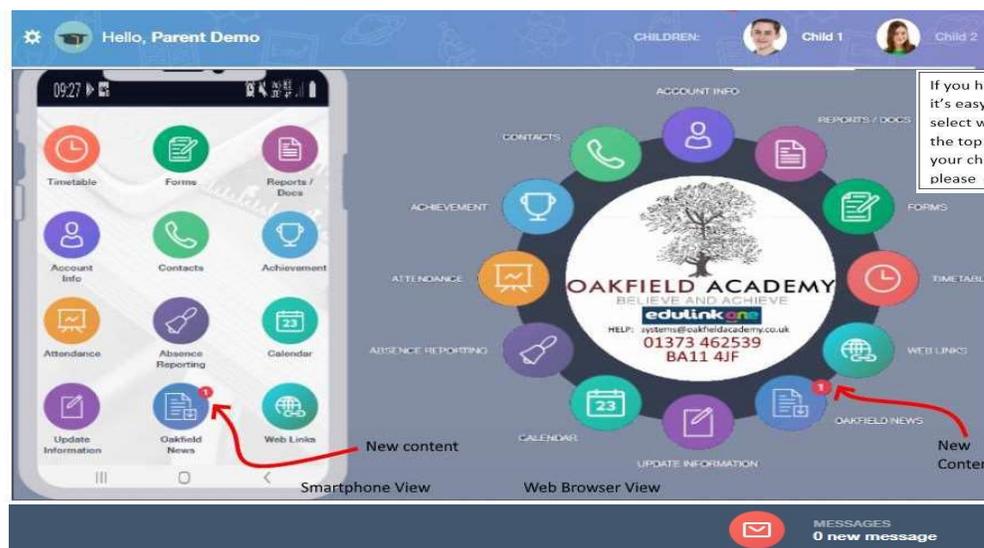
'School ID' is **Oakfield**

Enter your Username & Password that Oakfield email to you around the time of admission or upon request. Tick Remember Me & click Log In.

### Smartphone App Instructions Download 'Edulink One' free from GooglePlay/AppStore

Enter your Username & Password that Oakfield emailed to you. Tick Remember Me & click Log In.

If prompted, do 'allow notifications' so Edulink can proactively alert you to new messages or significant news. This can be enabled in your tablet/phone's app settings & via the padlock symbol of your browser.



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 email [systems@oakfieldacademy.co.uk](mailto:systems@oakfieldacademy.co.uk)

**Absence Reporting** This time saving feature allows you to send a direct message to Oakfield’s attendance officer to notify the Academy of your child’s immediate absence or upcoming absence. It’s quick to state the time, date and reason for the absence notification report and add attachments if needed. You’ll receive an automated acknowledgement.



Please help us ensure absent children are safe by notifying absence ASAP and responding urgently if we need to query your child’s whereabouts for safety reasons via Edulink (hence email too, but please ‘allow notifications’ for the Edulink app and website on your device). This helps us collate registers efficiently for the whole academy without delay to follow up phone calls to parents and family/contacts unless necessary to establish all absent children are safe.

We also rely on Edulink to message you if your child is unexpectedly absent, so best to **ensure the app notifications will alert you**, though messages also deliver to you as email as well. Do **respond promptly** otherwise we resort to calling you to ensure your child is safe. Edulink speeds up our daily task to ensure all absent pupils are safe. Best you use Edulink Absence Reporting to **let us know proactively please**.

## Messages



The message envelope button can be found in the bottom right of web/widescreen or top right on phones. Here you can read messages that have been sent through to you from staff, they’ll also arrive in your email inbox too. You can reply to messages here in Edulink (or via email). You can also write and send Edulink messages to one or more teachers and your child’s Tutor or Head of Year. Please communicate efficiently and remember teachers must prioritise learning & care before correspondence, hence kindly limit recipients to just the most relevant teacher(s) and manage your expectations about timely replies, plus ideally avoid messaging staff outside school hours.

### Sending a new message

Click the NEW button. Next select your child/children. Then 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, form tutors, and Head of Year (we don’t currently appoint Heads of Houses). Without knowing their email addresses to send to, you can choose relevant recipients.

Choosing ‘Teachers’ ticks all by default, **please then untick/deselect all** apart from just the teacher you intend to write to.

## Clubs



To request your child joins a club, click on the club in the ‘All Clubs’ tab.

Parents opting their child/ren to join our clubs via Edulink, also can see in the app/website if they are absent from the club register and in the interests of child safety for these sessions outside the timetabled day, we will endeavour to alert parents via Edulink+email if their child/ren are absent from the club, within the first 20minutes. In case concerned, please contact the main school number 01373 462539 as club host teachers may be too busy to correspond during the club session time.