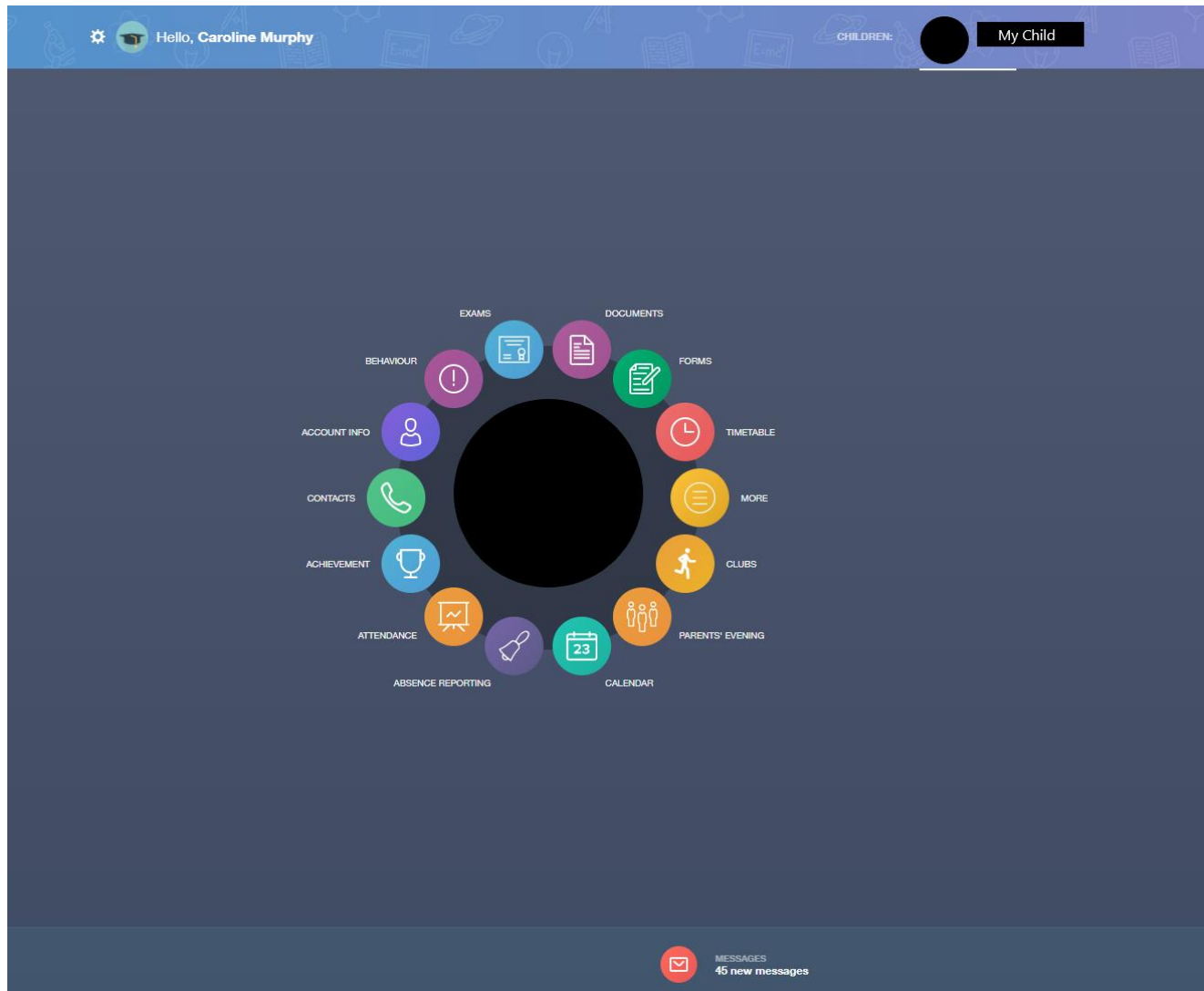


EDULINK



- Behaviour – Behaviour points / report cards
- Achievement – Achievement points
- Timetable – view students timetable
- Attendance – see your child's attendance data.
- Report an absence
- More ->
- Update information

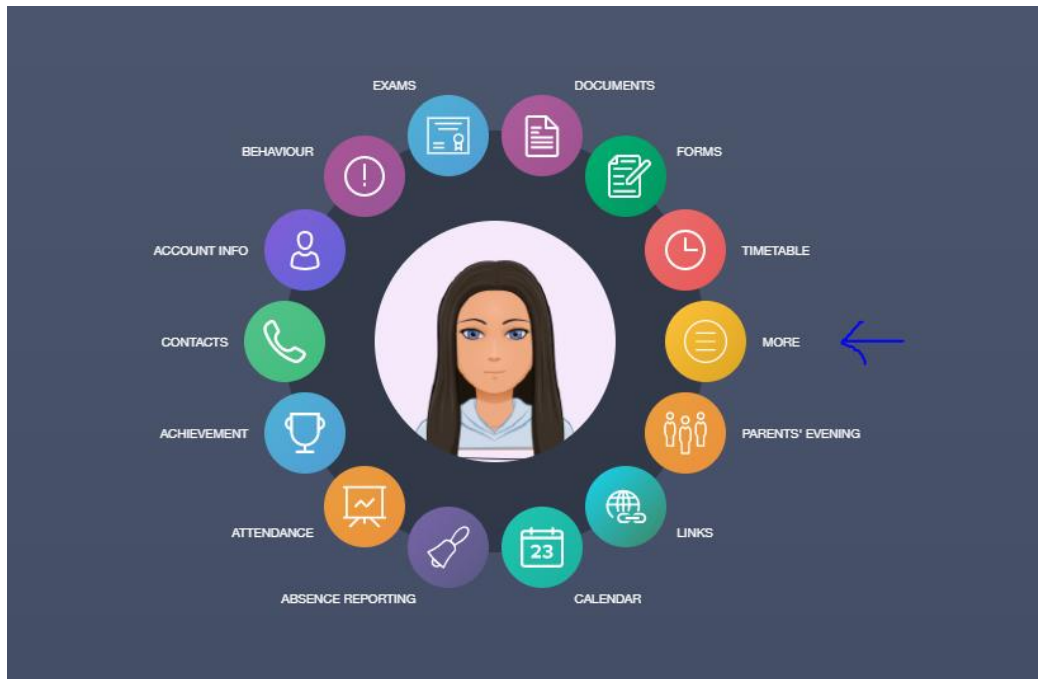
EduLink

Update Parent Consents / Medical / Ethnicity information/Adding new contacts

Logging on from a PC

Click More then click update information

Then you can select the student on the left menu



You can toggle between yourself and child on the left of the screen.
Click yourself to update your information
Click on the child to update their info including adding new contacts/medical info/parent consents

The screenshot shows the user profile form for Caroline Murphy. On the left sidebar, the 'My Child' button is highlighted in pink. The main form area is titled 'Basic' and contains the following fields: Title (Mrs), Preferred forename (Caroline), and Preferred surname (Murphy). Below this is the 'Contact Details' section, which includes an 'Emails' section with a plus sign and an 'Address' section with a plus sign. The 'Address' section has a table with columns for Location, Main, and Primary. The first row shows 'Home' as the location, with both 'Main' and 'Primary' checkboxes checked. Below the address section is a 'Telephones' section with a plus sign, containing a table with columns for Number, Location, Main, and Primary. The first row shows 'Mobile' as the location, with both 'Main' and 'Primary' checkboxes checked. The second row shows 'Work' as the location, with both 'Main' and 'Primary' checkboxes unchecked. The third row shows 'Home' as the location, with both 'Main' and 'Primary' checkboxes unchecked. At the bottom of the form, there is a green 'SAVE' button and a small text notice: 'General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.'

The screenshot shows the child profile form for Caroline Murphy. On the left sidebar, the 'Child' button is highlighted in blue. The main form area is titled 'Basic' and contains the following fields: Legal surname (Murphy), Legal forename (Childs legal forename), Preferred forename (childs preferred name), and Preferred surname (Murphy). Below this is the 'Date of birth' field. The 'Contact Details' section includes an 'Emails' section with a plus sign and an 'Address' section with a plus sign. The 'Address' section has a table with columns for Location, Main, and Primary. The first row shows 'Home' as the location, with both 'Main' and 'Primary' checkboxes checked. Below the address section is a 'Telephones' section with a plus sign, containing a table with columns for Number, Location, Main, and Primary. At the bottom of the form, there is a green 'SAVE' button and a small text notice: 'General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.'

The parent with PR1 can add new contacts, to add a new contact click on the green plus sign next to family/Contacts

Caroline Murphy

Child

Contact Details

Contacts +

Emails +

Address Location Main Primary

Home - ✓ ✓

9wemethschool.com

Telephones +

Number Location Main Primary

016 Home - ✓

Family/Home

Family contacts +

Priority	Name	Relationship	Phone
1	Caroline Murphy	Mother	✓
2	Murphy	Father	✓

Addresses

Addresses +

Location	Addresses
Home	Romiley Stockport

Save

Caroline Murphy

Ethan Murphy

Ethnic/Cultural

Ethnicity

White - British

National Identity

-

Religion

Christian

Home language

-

First language

English

Travel

Travel mode

Walk

Route

-

Parental Consent

Parental consents

Biometric Consent, Internet Access, Photograph Student, Photographs-Internal use, Photographs-Marketing, ...

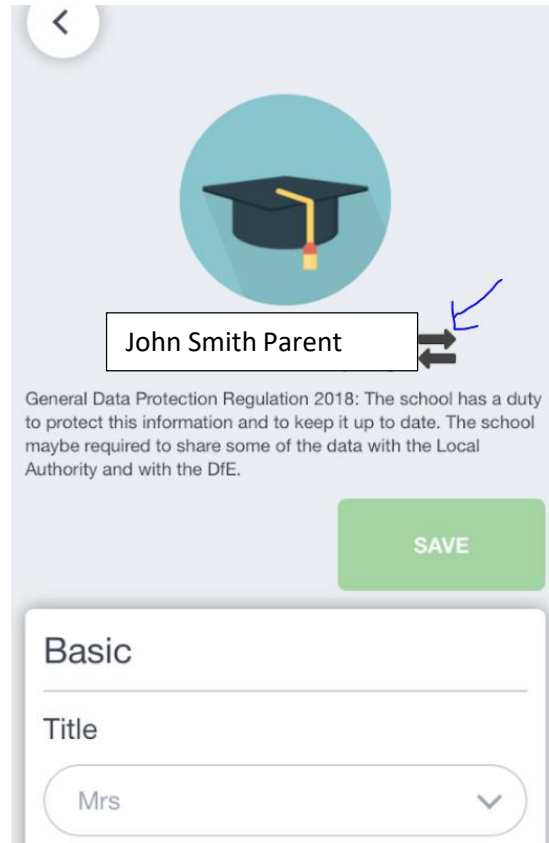
Save

Add other info about your child, we require the parental consents to be added.

Logging on from the App

Click update information.

To switch to your child details to be edited click on the arrows, select the students name this will then display the page showing students details, scroll through the page you will see all the consents required.



When your name is showing this is to update you information only

When your child's name is showing this is too add consents/ medical info/add new contacts to the child

Update child information including adding a new contact to the child, we require 2 contacts for a child by law. To add a new contact click the green plus sign where it say family contacts, only the parent with PR1 can add a new contact.

09:09 Data Collection 45

Child

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

SAVE

Basic

Legal surname

Legal forename

Preferred forename

Preferred surname

Date of birth

09:09 Data Collection 45

of birth
10/12/2007

Contact Details

Emails +

Address:
[Redacted]@wemethschool.com

Location:
Home

Main:

Primary:

Remove: [trash icon]

Telephones +

Number:
0161 [Redacted]

Location:
Home

Main:

Primary:

Remove: [trash icon]

Family/Home

09:09 Data Collection 45

Family/Home

Family contacts +

Priority:
1

Name:
Caroline Murphy

Relationship:
Mother

Phone: ✓

Remove: [trash icon]

Priority:
2

Name:
[Redacted]

Relationship:
Father

Phone: ✓

Remove: [trash icon]

Addresses

Addresses +

02-UK 4G 11:59 1

Data Collection

English

Travel

Travel mode
Walk

Route
-

Parental Consent

Parental consents
Copyright Permission, Data Exc... [dropdown arrow]