



**WEAVERS
ACADEMY**
*Creative
Education
Trust*

edulinkone



Weavers Academy Parent User Guide



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ACADEMY**
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Introduction

Welcome to our Weavers Academy Parent-School Information Platform.

The system is called EduLink One and can be accessed as an app (downloadable from your mobile or tablet device ) or via the website at <https://www.edulinkone.com>.

This user guide provides instructions for each of the functions you will see in EduLink. Depending whether you access EduLink using a Laptop or PC or a Mobile device or tablet your screen may look very different so this user guide aims to show you visual examples in both formats.

You should have been sent a letter detailing your Username and Password. **Please make sure that you are using your own account** (eg. not another family member's account) especially when making any changes to your contact details or address as this will update the details in school for the named account holder.

Using EduLink you will be able to view your child's reports, timetable, achievements, notices from the school and update information relating to your child as well as many other functions. We hope you enjoy using the system.

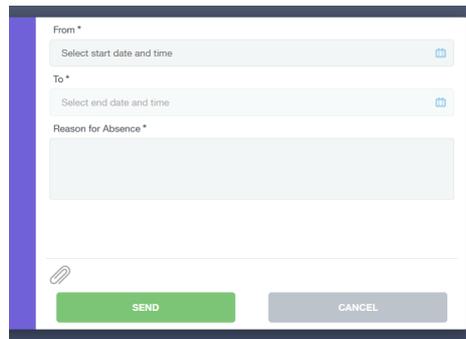
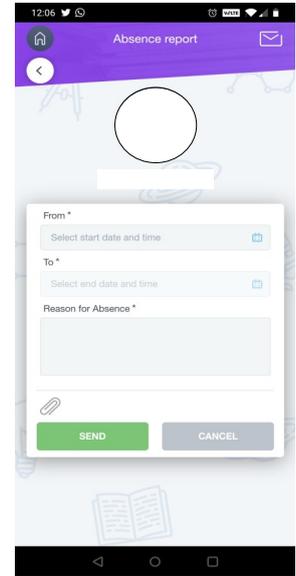


Absence Reporting



The 'Absence Reporting' function allows you to report your child as absent or as having a late attendance without having to telephone the school.

1. Please click on the 'Absence Reporting' icon 
2. You should then see one of the two windows below. Enter the date of the absence and the time.
3. Type in a reason for the student's absence.
4. By clicking on the paperclip symbol  you are able to attach a file if relevant such as a hospital appointment letter.
5. Click on the 'Send' button to send the message to the school.

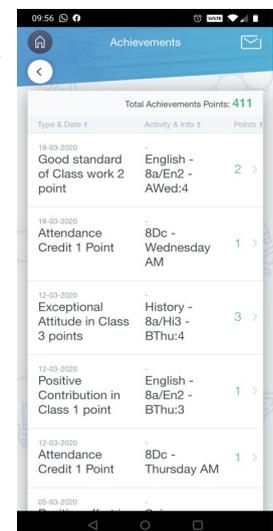


Achievement

Under the 'Achievement' icon you can see a list of the achievement points awarded to your child.

1. Please click on the 'Achievement' icon 
2. You should now be able to see a list of the points awarded with details of why they were awarded, who awarded them, and the total achievement points your child has received.

Type & Date	Comment & Teacher	Activity & Info	Award	Points
18-03-2020 Good standard of Class work 2 point	Miss J. Blais	English - 8a/En2 - AWed:4	Achievement Award	2
18-03-2020 Attendance Credit 1 Point	Mrs I. Huber	8Dc - Wednesday AM	Achievement Award	1
12-03-2020 Exceptional Attitude in Class 3 points	Mr M. Simpson	History - 8a/H3 - BThu:4	Achievement Award	3
12-03-2020 Positive Contribution in Class 1 point	Miss J. Blais	English - 8a/En2 - BThu:3	Achievement Award	1
12-03-2020 Attendance Credit 1 Point	Mrs I. Huber	8Dc - Thursday AM	Achievement Award	1
Total Achievements Points:				411



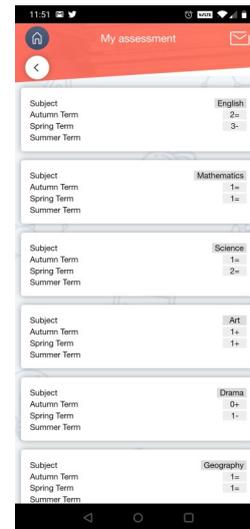


Assessment

Under 'Assessment' you can view your child's grades for the academic year in each subject.

1. Please click on the 'Assessment' icon
2. Your child will be assessed three times during the school year, at the end of the Autumn, Spring and Summer terms. You will receive a school report which will be sent home at these times. Using Assessment you can view the 'working at' grades issued during the current academic year.

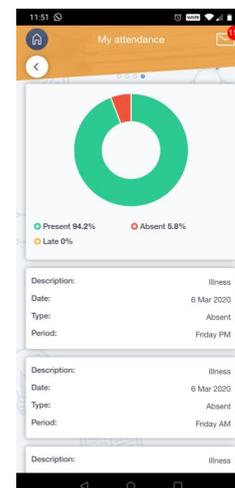
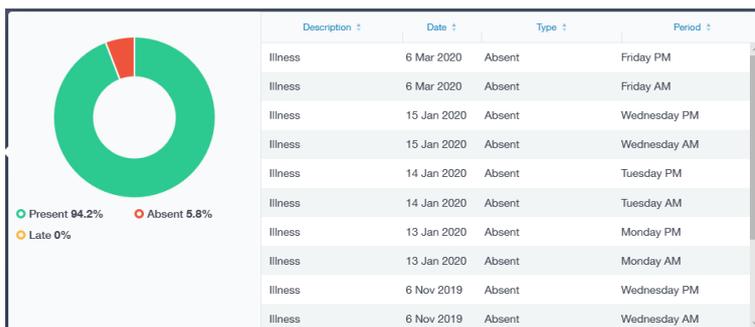
Subject	Autumn Term	Spring Term	Summer Term
English	2+	3-	
Mathematics	1+	1+	
Science	1+	2+	
Art	1+	1+	
Drama	0+	1-	
Geography	1+	1+	
History	1+	1+	
Music	0+	0+	
PE	1+	2-	
RE	1+	1+	
Spanish	2+	3+	



Attendance

Under the 'Attendance' icon you can see an overview of the attendance information.

1. Please click on the 'Attendance' icon
2. Your child's attendance is presented in a pie chart format showing their absences as a percentage of the total possible attendance. You will also see a list of every absence and the reason for that absence.

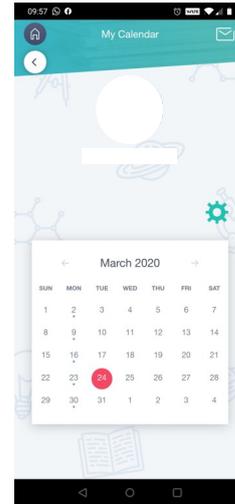
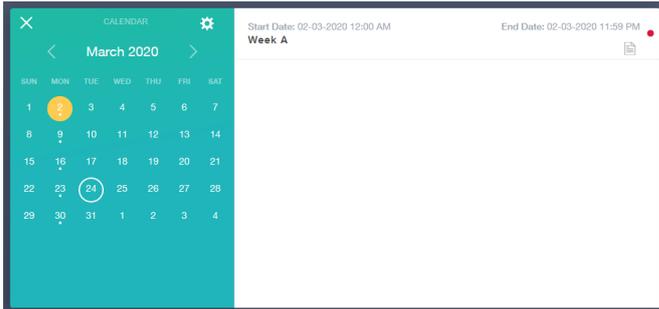




Calendar

Under the 'Calendar' Icon you can view the school calendar.

1. Please click on the 'Calendar' icon 
2. You will be able to see the Calendar. Any days with an event will have a dot below them. Click on the day to view any events listed on that day.

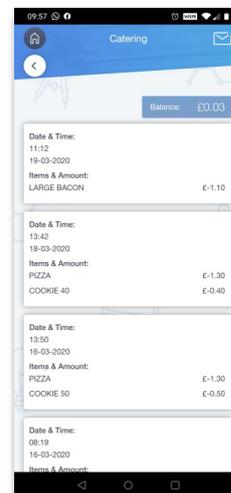


Catering

Under the 'Catering' Icon you can view your child's dinner money account.

1. Please click on the 'Catering' icon 
2. A list will appear of the recent items purchased and you will be able to see the amount of money spent on each item as well as the amount left in the account.

Date & Time	Items	Amount
11:12 19-03-2020	LARGE BACON	£-1.10
13:42 18-03-2020	PIZZA COOKIE 40	£-1.30 £-0.40
13:50 16-03-2020	PIZZA COOKIE 50	£-1.30 £-0.50
08:19 16-03-2020	CERIAL BAR	£-0.49
12:16 15-03-2020	Back Office Topup	£3.00
13:49 13-03-2020	CHIPS SAUCE SACHET SAUCE SACHET	£-1.10 £-0.10 £-0.10
		Balance: £0.03

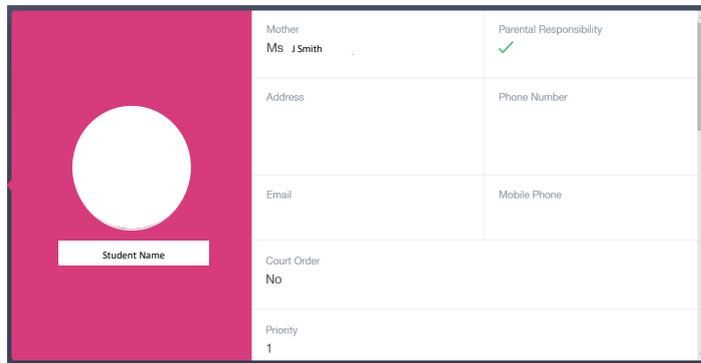




Contacts

Under the 'Contacts' Icon you can view the contact information we have for you.

1. Please click on the 'Contacts' icon 
2. Please check that the contact information we hold for you is correct. To update your details please go back to the main menu and click on the 'Update Information' Icon. 



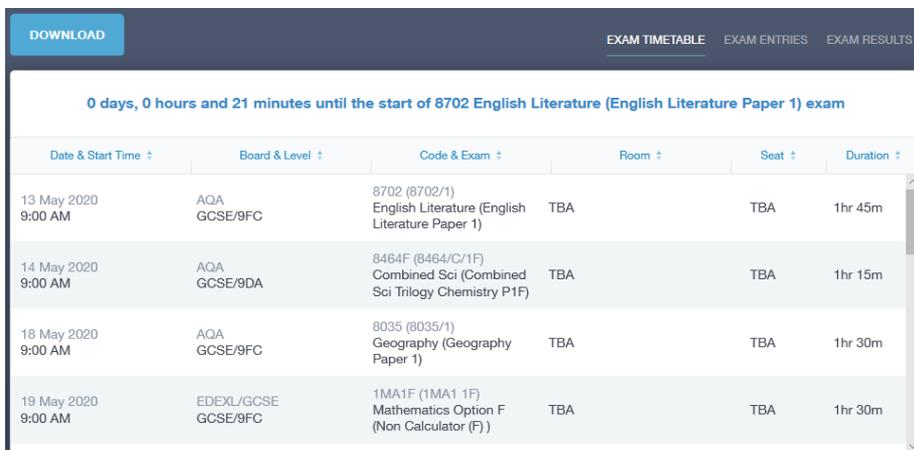
Mother	Ms J Smith	Parental Responsibility	✓
Address		Phone Number	
Email		Mobile Phone	
Court Order	No		
Priority	1		



Exams

Under the 'Exams' Icon you can see any upcoming exams your child has and a countdown to the next one at the top. You should also be able to see the location of the exam, the time it starts and its duration.

1. Please click on the 'Exams' icon 



0 days, 0 hours and 21 minutes until the start of 8702 English Literature (English Literature Paper 1) exam

Date & Start Time	Board & Level	Code & Exam	Room	Seat	Duration
13 May 2020 9:00 AM	AQA GCSE/9FC	8702 (8702/1) English Literature (English Literature Paper 1)	TBA	TBA	1hr 45m
14 May 2020 9:00 AM	AQA GCSE/9DA	8464F (8464/C/1F) Combined Sci (Combined Sci Trilogy Chemistry P1F)	TBA	TBA	1hr 15m
18 May 2020 9:00 AM	AQA GCSE/9FC	8035 (8035/1) Geography (Geography Paper 1)	TBA	TBA	1hr 30m
19 May 2020 9:00 AM	EDEXL/GCSE GCSE/9FC	1MA1F (1MA1 1F) Mathematics Option F (Non Calculator (F))	TBA	TBA	1hr 30m



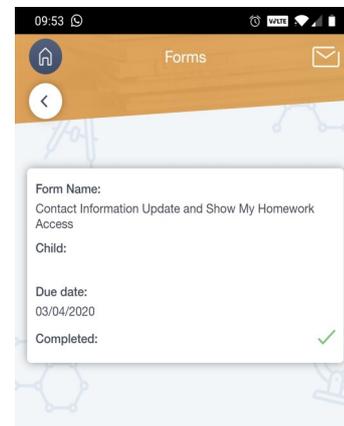
Forms



Occasionally we will post something under 'Forms' that we would like parents and carers to view and interact with.

1. Please click on the 'Forms' icon 
2. Click on a Form that is listed and it will appear in a new window. You may be asked to make a choice in answer to a question (for example choose 'yes' or 'no').
3. When you have finished click 'Save'.
4. When you have viewed the form a tick  will appear next to the form.

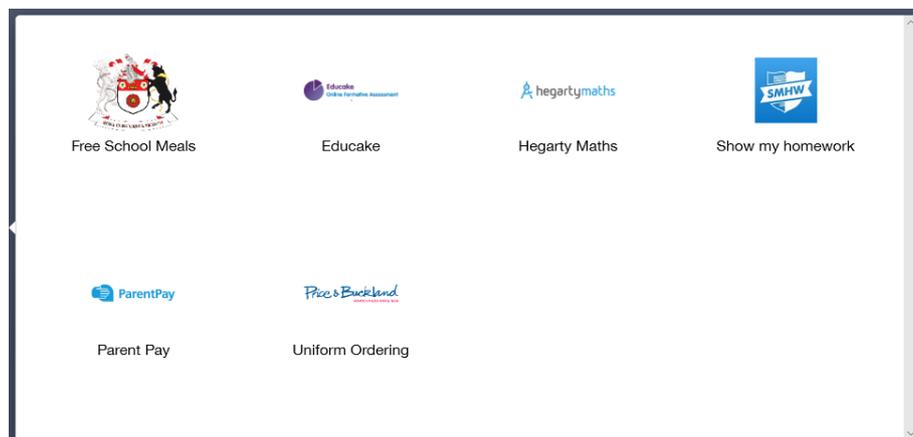
Form Name	Child	Due Date	Completed
Contact Information Update and Show My Homework Access		03/04/2020	



Links

Under 'Links' you will find links to some websites you may find useful including sites that your child will use for their homework.

1. Please click on the 'Links' icon 





Medical



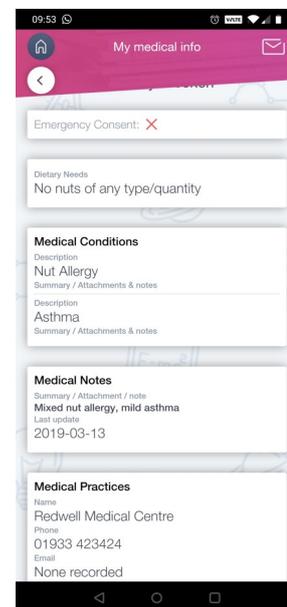
Under 'Medical' you can view all of the medical information we hold about your child.

1. Please click on the 'Medical' icon 
2. Here you can see a list of any medical information we hold. To update or change this information please go back to the main menu and click on the 'Update Information' Icon. 

Medical Conditions			
Description	Summary	Attachments & notes	
Nut Allergy			
Asthma			

Medical Notes			
Summary	Last update	Attachment / note	
Mixed nut allergy, mild asthma	2019-03-13		

Medical Practices			
Name	Phone	Email	Address
Redwell Medical Centre	01933 423424	None recorded	Redwell Medical Centre, Turner Road, Wellingborough, NN8 4UT, United Kingdom

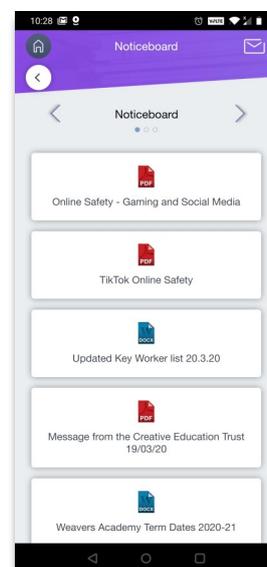


Noticeboard

The 'Noticeboard' is where the Academy will post news, events, letters and relevant documents.

1. Please click on the 'Noticeboard' icon 
2. You will then see a list of documents. The most recent or important should be at the top of the list. Click on a document to open it.

NOTICEBOARD				MANAGE SNIPPETS	MANAGE DOCUMENTS
 Updated Key Worker list 20.3.20	 Message from the Creative Education Trust 19/03/20	 Weavers Academy Term Dates 2020-21	 Update Information User Guide		
 Link to our Uniform Supplier's Website	 Uniform policy 2019-2020				





Parents Evening

Here you can book appointments with your child's teachers for parents evenings.

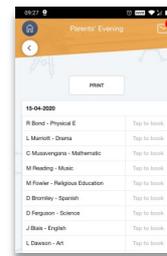
1. Please click on the 'Parents Evening' icon 
2. If there is currently a parents evening available for you to book it will be listed here. Double click on the event listed.

Name	Information	Date	Start time	End time	Details
Test parents evening user guide		15-04-2020	13:00	17:00	Details



3. Click on a slot to book it

Slots:	Physical E Teacher: R Bond	Drama Teacher: L Marriott	Mathematic Teacher: C Musavengana	Music Teacher: M Reading	Religious Education Teacher: M Fowler	Spanish Teacher: D Bromley	Science Teacher: D Ferguson
15-04-2020							
13:00							



4. In the PC version you can click straight on the time you would like. It will open a window and give you the option to leave a comment for the teacher. In the mobile version click on 'Tap to Book' and it will open the 'Slots Managing' box below. Click into 'Available Slots' and you will be given a choice of times to choose from.

BOOK SLOT

Date: 2020-04-15 13:06:00

Subjects: Mathematic

Learner:

Comment:

Add comment

SLOTS MANAGING

Teacher: C Musavengana

Teacher location:

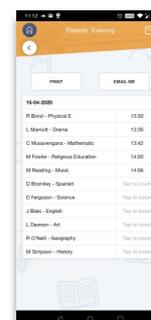
Subject: Mathematic

Learner:

Available Slots:

5. Once you have booked the slots you will be able to see them as below. You can also print the list if your device is connected to a printer by clicking on the 'Print' button or click on the 'Email Me' button to send the list to your email address. If we do not have your email address please add it using 'Update Information'.

Slots:	Physical E Teacher: R Bond	Drama Teacher: L Marriott	Mathematic Teacher: C Musavengana	Music Teacher: M Reading	Religious Education Teacher: M Fowler	Spanish Teacher: D Bromley	Science Teacher: D Ferguson
15-04-2020							
13:00							
13:06							
13:12							
13:18							
13:24							





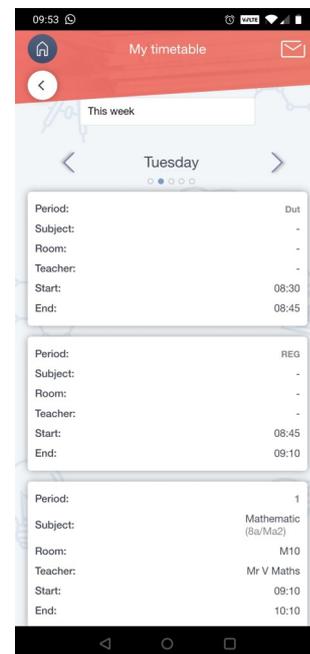
Timetable

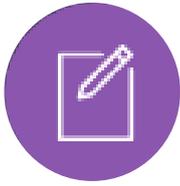


Here you can view your child's school timetable.

1. Please click on the 'Timetable' icon 
2. Once in the timetable you can choose which day you would like to see by clicking on the day of the week at the top of the timetable or by clicking on the arrows either side of the named day at the top.

Period	Subject	Room	Teacher	Start	End
REG	-	-	-	08:45	09:10
1	English (8a/En2)	Library Computers	Miss J Blais	09:10	10:10
2	Mathematic (8a/Ma2)	M10	Mr V Maths	10:10	11:10
Dut	-	-	-	11:10	11:30
3	Geography (8a/Gg3)	H22	Mrs R O'Neill	11:30	12:30
4	Music (8a/Mu3)	C11	Miss M Reading	12:30	13:30
5	Science (8SA/Si)	S17	Mrs D Ferguson	14:10	15:10
Dut	-	-	-	15:10	15:30

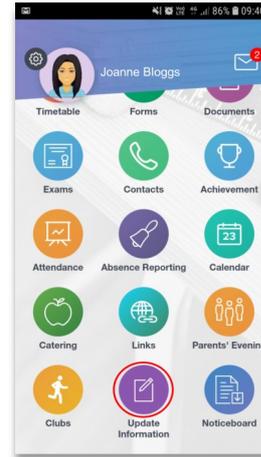




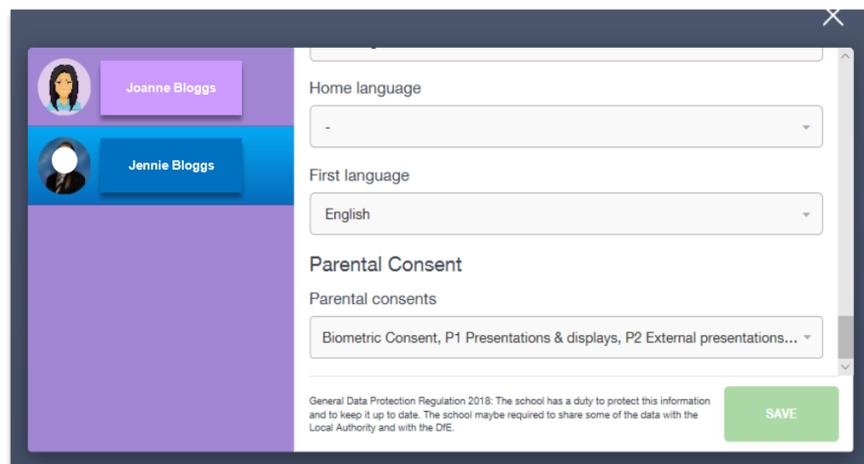
Update Information

'Update Information' is where you can update the information we hold on you and you child. For example you can change addresses, contact numbers or permissions for photographs.

1. Click on the 'Update Information'  Icon (which may be under 'More'  if you are using a PC).



2. PC- Click on your child's name.
Mobile/Tablet- Click  and choose your child's name.



3. You can then check on the information that we hold about your child and make changes if necessary.
4. To update your own contact information click back onto your own name (if using a mobile or tablet scroll back to the top of the page and click  to switch names).
5. **When changing the address of yourself and your child please make sure to change it separately for each of you.**