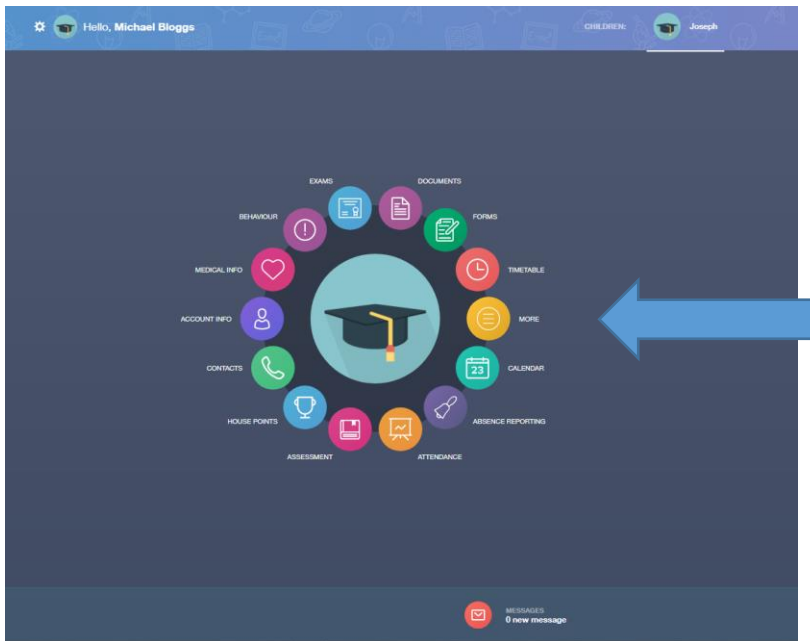




Edulink Instructions

You should have received log in details for Edulink. If you have any questions or general queries about the system please e-mail office@thekings.devon.sch.uk with “EDULINK” in the subject line.

When you are in the system you will see this page with your child’s name in the top right.

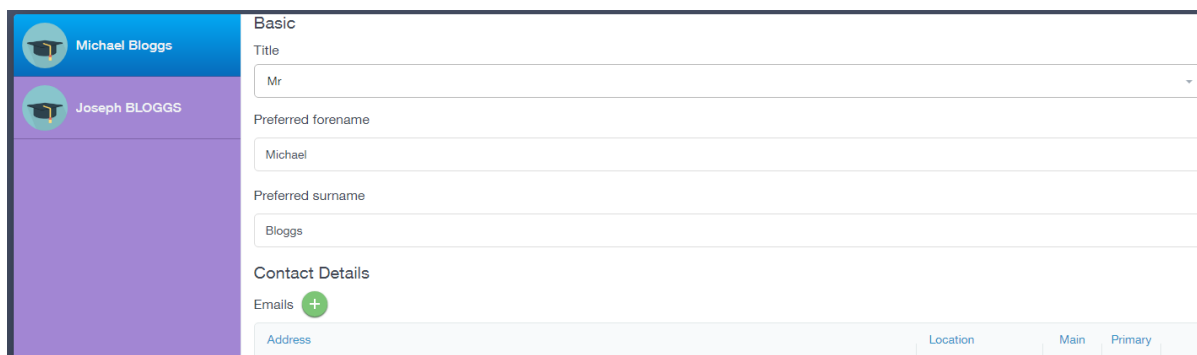


Click on “more” and then you will see this screen where you need to click on “Update Information”:



We need you to fill in the following sections on Edulink with as much information as possible.

The first page will require your details to be entered. Please check that all areas are completed with **your** contact details. It has been populated with basic details submitted to us from Devon County Council. We now need as much detail as possible from you.



Basic

Title
Mr

Preferred forename
Michael

Preferred surname
Bloggs

Contact Details

Emails +

Address	Location	Main	Primary
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For e-mails, telephones and addresses please ensure that we have all YOUR contact details. If you have them, we must have:

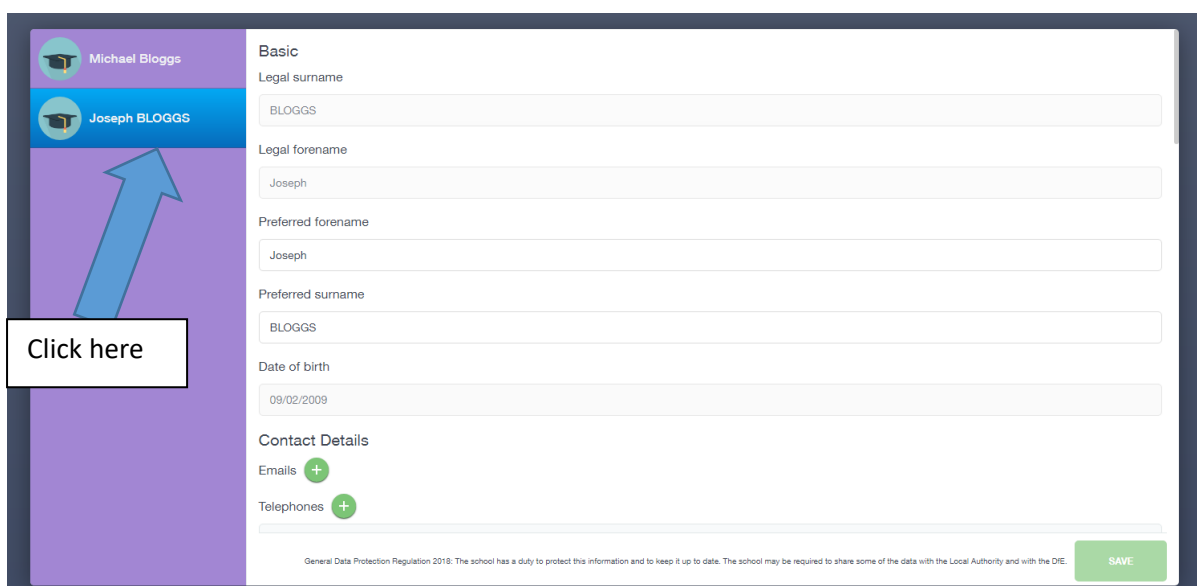
- Home e-mail
- Work e-mail
- Home number (If your home telephone number is a mobile please ensure it is categorised as “mobile” (and not home) as our system recognises mobiles for text messaging.)
- Mobile number
- Work number
- Full address and postcode

You add extra contact details by clicking on this button in the relevant section:



Please tick both the main and primary boxes for the person who, in an emergency, you would prefer us, at school, to contact in the first instance. This also indicates to us which contacts you would like to receive correspondence.

The next step is to click on your child's name in the top left of the screen. You will see this screen:



Basic

Legal surname
BLOGGS

Legal forename
Joseph

Preferred forename
Joseph

Preferred surname
BLOGGS

Date of birth
09/02/2009

Contact Details

Emails +

Telephones +

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

Please leave “contact details” blank (as these will be your child’s school email address which will be given to them when they start school).

Family/Home

We need to have at least four contacts for every student, in case we need to get hold of someone urgently in an emergency. Please give details of everyone who has a parental responsibility (see note below) and anyone else to be contacted in an emergency. Please give details of parents/guardians first, which provides them with a low number in the Contact priority box, especially if there are other people who should also be contacted in an emergency. (“Contact Priority 1” - the first person to contact in an emergency, “Contact Priority 2” - the second person to be contacted in an emergency and so on).

Parental Responsibility

Parental responsibility can be shared between a number of people and section 576 of the Education Act 1996 defines these in the following terms;

- All natural (biological) parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child’s natural parents can acquire parental responsibility through:

- Being granted a residence order
- Being appointed a guardian
- Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child’s welfare)
- Adopting a child
- A local authority can acquire parental responsibility if it is named in the care order for a child

Family contacts

1. Check the details of any existing contacts (and amend if necessary).
2. Check the priority for contacting
3. Add additional contacts and complete all boxes by clicking on the



Addresses

1. ONLY fill in this section if the student is likely to be residing in more than one location e.g. they spend part of the week with different parents.

Dietary

1. Complete the dietary needs box if there are any particular dietary needs your child has.
2. You can update the Weekly meal plan later when you are aware of the options.

Medical

1. Please select the medical practice where your child is registered.
2. Please tick any medical conditions that your child has. If your child does not have any, please tick "None".
3. Please tick any disabilities that your child has. If your child does not have a disability please tick "NONE".

If there are any medical issues or conditions, which you believe we would need to be informed of, please email your Child's name and condition(s) to us at pmarks@thekings.devon.sch.uk . Mrs Marks is our admissions officer and she will be able to update the system accordingly.

Ethnic Cultural

1. Please fill in all five boxes using the menus provided.

Travel

1. Please fill in the mode of travel that you expect your child to use in order to travel to Kings.
2. At the moment, please leave the "Route" blank.

The screenshot shows a web form with a purple vertical bar on the left. The form contains several dropdown menus:

- English
- Religion: No Religion
- Home language: English
- First language: English
- Travel mode: Car/Van
- Route: -
- Parental Consent: Biometric Fingerprint for Canteen, Paracetamol Consent, Photo Consent - Marketing, Photo Consent - Publications, Photo Consent - To buy pictures, ...

At the bottom, there is a small text line: "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." and a green "SAVE" button.

Finally, please complete the details required for the biometric finger print consent (for cashless catering payments) paracetamol consent, photo consents and ICT acceptable use policy. All of these consents can be selected/deselected in the Parental Consent drop down box following Travel options (see example above). There is more information regarding these consents on the next few pages that will hopefully clarify any questions you may. If you require any further help or guidance, please contact Mrs Curtis on studentsupportadmin@thekings.devon.sch.uk .

Thank you for your co-operation.