



# ST MARY'S COLLEGE

November 2021

## **Re: KS4 Parents' Evening**

Dear Parent/Carer,

Further to the previous communications home, I'm writing to confirm details of our KS4 Parents' Evening. In the last 24 hours you will have been emailed login details for our new communications and information platform Edulink. This would have been sent to the email address we have on file for you. We strongly encourage you to download the app and enable notifications so future information can be shared through this platform. You will need to log in to Edulink to access the booking for KS4 Parents' Evening, guidance for this can be found below.

Your child will have been allocated slots for qualifications they complete this academic year, for Year 10 students they can expect appointments for Humanities/ALP and their Option A subject. For Year 11 students this will be their entire curriculum except Core PE. Please note that some staff teach more students than there are appointment slots. Due to this, you may find that your child is not offered an appointment in a subject. Please be assured that you will receive a separate letter detailing their progress and offering you contact with their teacher on an alternative date.

The booking system will open at **10:30 AM on Friday 12<sup>th</sup> November**. This is to afford parents the chance to download and log in to the Edulink app and ensure that year offices have the chance to complete attendance before taking any calls regarding this event. Booking will remain open until the 17<sup>th</sup> November 16:00. If you have any concerns over booking an appointment, please contact your child's Year Office in the first instance.

**St Mary's College**  
Cranbrook Avenue  
Hull, HU6 7TN

**Tel.** 01482 851136  
**Fax.** 01482 804522  
**Email.** [admin@smchull.org](mailto:admin@smchull.org)

 @SMCHull  
 @SMCHull  
[www.smchull.org](http://www.smchull.org)

**CEO**  
Mr G Fitzpatrick

**Head of School**  
Mrs M Stead



Regarding the evening itself:

- appointments will run from 16:15 until 19:45. They will be in 5 mins slots and the booking system will automatically put at least one slot between each booking for you.
- Please do not arrive on site before 4pm to allow traffic to disperse at the end of the school day.
- all appointments will be based in the SM6 building. Signage around the building will clearly show rooming allocations.
- we strongly advise all visitors to the site to take a Lateral Flow Test before attending the event and request that masks are worn where social distancing is not possible.

We look forward to seeing you all on this evening and facilitating such crucial conversations ahead of this hugely important academic year for your child face.

Yours faithfully,

*G. Wild*

Assistant Head – KS4 Progress and Achievement



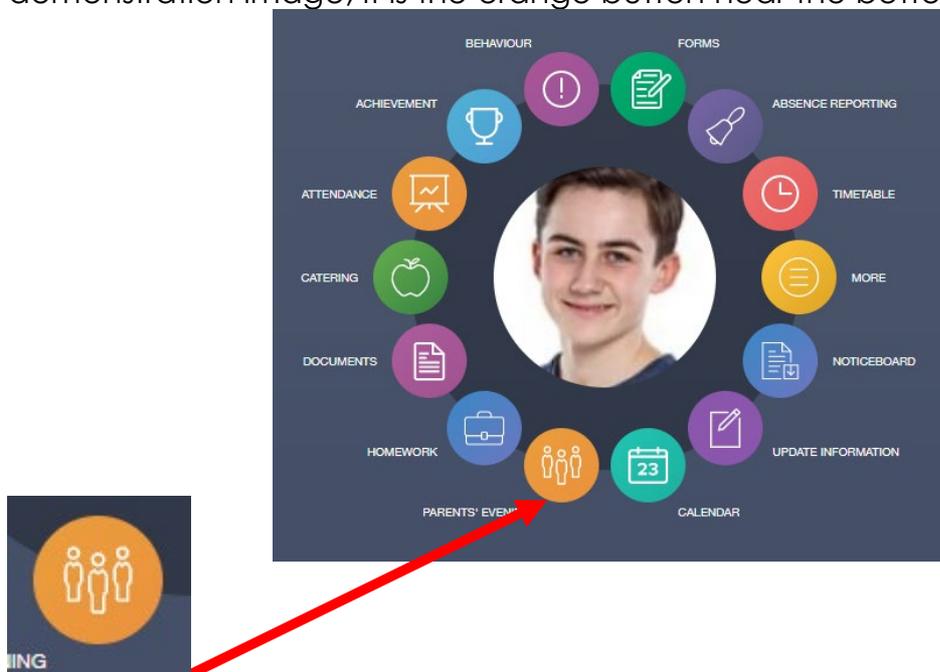
**ST MARY'S  
COLLEGE**

# EDULINK PARENTS EVENING SYSTEM

# edulinkone

## How do I make a Parent's Evening booking?

On the home screen, choose the Parent's Evening button (on this demonstration image, it is the orange button near the bottom of the screen)..



You will then be presented with a screen which look like the following (desktop version on the left and mobile version on the right).

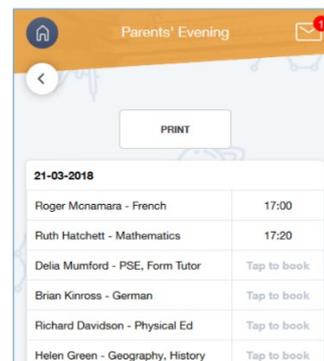
Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	21-03-2018	17:00	19:00



Select the appropriate event by clicking on it.

A grid appears showing all your child's teachers/tutor and the time slots available (on the desktop version) or an option to click **Tap to Book** in the mobile desktop version.

Slots:	French Teacher: Roger Monamara Learner:	PSE, Form Tutor Teacher: Delia Mumford Learner:	Mathematics Teacher: Ruth Hatchett Learner:	German Teacher: Brian Kinross Learner:	Physical Ed Teacher: Richard Davidson Learner:	Geography, History Teacher: Helen Green Learner:
21-03-2018						
17:00	BOOKED	X	X	X	X	X
17:10						
17:20	X	X	BOOKED	X	X	X
17:30						
17:40						
17:50						
18:00						



Any slots that are unavailable to you will already be blocked out. When you choose meeting slot to book, click on it and you will be presented with a box as follows:

**BOOK SLOT** ✕

Date: 2020-11-25 12:40:00

Subjects: Biology

Learner: [REDACTED]

Comment:

Test

CANCEL
BOOK

If there are any comments that you would like to make on the booking, then please do so in this box before confirming the booking. For events being held remotely through Teams, please confirm your email address and telephone number in this box.