



19 May 2021

Dear Parent/Carer

Re: Parents/Carers Consultation Evening Years 7 to 10

I have written previously explaining that next half-term we are organising our parents/carers consultation evenings using a software application – EduLink One. This is an online software application accessible through a network device or smart phone to book appointments for parents/carers consultation evenings. This letter summarises the procedures we will use.

On Friday 21 May 2021 you will receive an email from Titus Salt School, to your registered email address with the details of how to access EduLink One. The subject line of the email should read: EduLink One at Titus Salt School – Your Log-in details. This email will contain your unique username and a link to be able to set a password. You are required to follow the link to set up your password on this account. This link can only be used once and is valid for seven days. The email also provides a link to EduLink One on the web: <https://www.edulinkone.com/#!/login?code=Titus>

You will also be able to download the application to your smart phone using the links below:

Android: https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en_GB

iOS: <https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8>

If you are prompted by the app or website for the school ID, please use the word Titus or the school postcode BD17 5RH.

With this letter should be a guide of how to use EduLink One. To support everyone using the system and to ensure the smooth running of the evening we have established the following set of rules:

- Conversations should take place in an appropriate room, such as a study or living room, rather than a bedroom
- All participants should be appropriately dressed and as they would be for a physical face-to-face meeting
- Conversations should not be recorded without permission from all participants
- Both teachers and parents should be given the choice to use video or just audio
- Children should be allowed to attend, as they would under normal circumstances
- Parents should try to be on time as slots cannot be flexible
- In the unlikely event of verbal abuse, members of staff should end the conversation and refer the incident to a member of the Senior Leadership Team
- All participants should check their devices are working properly before the meeting, to ensure minimal disruption when the meeting takes place

We are increasing the use of this system to gauge its effectiveness and to help in our planning for the next academic year. I am keen to receive feedback on the use of the system to help inform our next steps. If you have any questions regarding the email or the EduLink system, please contact our EduLink support team at edulink@titussaltschool.co.uk

Yours sincerely

Ian Morrel
Headteacher