



25 January 2022

Dear Parent/Carer,

Data Collection

Last academic year we introduced our online platform Edulink One. Edulink One allows parents and carers to keep up to date on all parent communications, view pupil academic reports and pupil recognition, report pupil absences, update contact information as and when necessary and provides signposting to useful links.

Thank you to all parents and carers that have been using Edulink One your very positive feedback is invaluable.

Following COVID, and the many changes that have taken place over the last two years, we would like to complete a data check for all pupils. As we move to all of our communication going through Edulink this will allow us to ensure that all parents and carers can access the platform. Please complete the data collection form by clicking on the following link <https://forms.office.com/r/tmx8zLD4ZH> by **Monday 31 January 2022**. All priority one emergency contacts on our data management system must provide an email address.

Parents' guide to Edulink

Edulink One is available by visiting the school website and clicking on the quick links icon at the top right hand corner. The information is updated directly from the school's Management System (SIMS) and is available to you 24 hours a day (excluding maintenance). After clicking the link this will take you straight to the Edulink login page for Queensbridge School. Here you need your user name and password to login. If you have not yet used Edulink One and require your username and password please contact school to request this via email to enquiry@queensbridge.bham.sch.uk

If you need any help or support in logging into Edulink One then please contact your child's Head of Year. It is important that all parents and carers are logged in and familiar with Edulink One as we will be using this as our predominant method of communication going forward including the distribution of pupil reports.

Yours sincerely

Mr I Horgan
Deputy Headteacher