



The school is now using an app called Edulink which integrates with the school's information management system giving parent/carers with parental responsibility*ⁱ access to their child's personal information.

In the past the school has sent data collection sheets once a year requesting that you check and confirm that the information recorded for your child is correct. Since the General Data Protection Regulation was implemented last year, this method of updating information is deemed to be insecure. The new app will enable you to update your details, such as contact information and those of your child via secure means.

Parents will receive their username via email with a link to reset their password. Both a username and password are required to log into EduLink the link will expire after 72 hours. If you do not receive the email please check your spam/junk folder as it may be redirected by your email server. You can access the app through a web browser on your computer, we have found Google Chrome to be the best, or by clicking on the link and setting up the app on your mobile device.

Each parent/carer will have their own individual account. If you have children in different year groups you will be able to access each child's details. You will only be able to view and amend your own personal and contact details and those of your child. Other parent/carers in the same household will need to make their own amendments. If you need to change the details for other contacts without parental responsibility or add a new contact please get in touch with the school.

Where parent/carers have separated, the ability to make amendments will be restricted to the parent/carer residing at the same address as the child. Please be assured that in these circumstances estranged parent/carers will not be able to see each other's personal details.

We appreciate that at the moment you will have numerous accounts relating to your child's education. This app has several features that, as they are released, will reduce the number of accounts you hold. From this academic year the parents' evening booking system will only be accessible via the app therefore it is imperative that you install the app to be able to use this feature. The app has an absence reporting function making it easier for you to report your child's absence. The school will also inform you of any achievement or behaviour points awarded to your child via the app.

When you receive your log in details please select "Update Information" from the menu items and review the information we have for you and your child, you will then be able to make amendments where necessary. The school's data team will receive notification and will verify the change so this will not update immediately. **Please ensure that when changing details such as home address and home phone numbers for yourself you also update your child's information if these changes also apply to them.**

Please ensure that you scroll down to the end of the "Update Information" section to check the parental consents and amend if necessary. Details of the implication of selecting each of the consents is explained if you click on the Noticeboard section in the app.

ⁱ. In law a person has parental responsibility if they are either:

- married to the child's mother
- if they are not married to the child's mother but they jointly registered the birth of the child with the mother and is therefore listed on the birth certificate (for births registered in England and Wales from 1st December 2003)
- had parental responsibility awarded by a court

If a person has parental responsibility for a child they don't live with, they do not necessarily have a right to contact with them but the other parent still needs to keep them up to date with the child's wellbeing and progress. If the school were to remove the parental responsibility indicator for your child's record this will mean that he/she will not receive any correspondence or reports relating to your child's progress.

The school can only remove a person with parental responsibility from a student's record if the request is accompanied by one of the following:

- a court order stating that the estranged parent is no longer allowed any contact or information in relation to the child
- a copy of the birth certificate proving that the parent was not listed at the time of registration

Please email Admin_sims@seafordhead.org if you require any further help.