18th September 2020

Dear Parents / Carers,

With the success of the installation of EduLink One as our remote learning platform for our Secondary Phase learners during lockdown, we are excited to launch EduLink One as our new parental information and school-to-home communication system. We will be using this system to provide you with essential information about your child/ren and their lives at Northampton International Academy. This includes:

* Essential school communication, including letters, newsletters, and updates on our COVID procedures.
* School reports and exam information.
* School events and calendar items (e.g. school photos or nurse visits etc)
* Up to date praise and achievement information from teachers for your child.
* Up to date behaviour and sanction information from teachers for your child
  + C1 and C2 detentions will now only be alerted through EduLink One
  + C3 and C4 detentions will be logged through EduLink One, but a member of staff will still phone home to confirm and log the detention.
* All home learning and remote learning (in the case of a bubble needing to self-isolate).

*Please note that only the above list of functions will be used at this time, as not all of the functionality of Edulink One will be switched on upon launch. We will inform you of additional activated functions in the future.*

Edulink One is a purpose built communication tool in the form of an iOS and Android App – with support from a website for those unable to access the apps.

To access this new tool you will need to either:

1. Search for Edulink One from the Apple App Store or Google Play Store and install the App to a mobile device – you can have it on multiple devices if you wish.
2. If you do not have a device suitable for the app, you can access the same great features through the website at <https://www.edulinkone.com/#!/login>

For security, this system requires an individual parent login username and password. If you have more than one child at the school, you will only require one account and all children will be visible through this.

**Parents / Carers of learners in Year 8, 9, 10, 11 and 13**

Your unique login details for EduLink One were sent to the email address we have for you in April. *Please ensure the school has your correct email address and contact the school reception if you need to update this.*

If you would like to request another activation email, please send this request to [Edulink@nia.emat.uk](mailto:Edulink@nia.emat.uk).

**Parents / Carers of learners in Year 7 and 12**

We will be sending you your unique login details for EduLink One on **Monday 21st September** to the email address that we have for you. You may need to check your junk / spam folders for this email notification. *Please ensure the school has your correct email address and contact the school reception if you need to update this.*

If you do not receive this email, please contact [Edulink@nia.emat.uk](mailto:Edulink@nia.emat.uk).

In order to support you in navigating the platform, we have uploaded a user guide for parents on the NIA school website: <https://nia.emat.uk/>

Learners in Year 7 and 12 will shortly be receiving their own login details to access EduLink for themselves and will be shown how to navigate the platform through their KS3 IT lessons or Tutor Time.

**In the event of bubbles / classes needing to self-isolate**

In this event, learners in the secondary phase will still be able to access the lessons as shown on their timetable.

* Teachers will upload lesson resources and material each day to Edulink One via the Home Learning tab.
* Teachers will also stream live lessons, at the time indicated on the learners’ timetable, via Microsoft Teams. Invites to join the live lesson will be sent to the learners’ school email address. Learners will be shown how to access this facility in the coming weeks.

We hope you find this new system useful and easy to use. If you require any further support with Edulink One, please contact [Edulink@nia.emat.uk](mailto:Edulink@nia.emat.uk).

Yours sincerely,



Hannah Auger

Assistant Headteacher