



ST MARY'S COLLEGE

25th January 2024

Dear Parent/Carer,

Parent Tutor Day this year will take place on the **evening of Thursday 8th** and during the **day of Friday 9th February** for all pupils in Years 7 -11. This is a really important meeting regarding your child's academic, social and emotional progress in our school. It is a fantastic opportunity to meet with your child's Personal Tutor and celebrate your child's success. This will be held on site, with appointments face to face with your child's Personal Tutor. Appointments will be booked using the Edulink App. If you have not already downloaded the Edulink App and previously logged on to it, please use the following instructions:

1. Go to <https://www.edulinkone.com/-/login>
2. You will have received an earlier email with your username and password. If you have missed this, please contact your child's year office and we can resend.
3. When you have downloaded the app make sure you go into your phone Settings tab, then the Edulink app part and ensure 'Notifications' are 'Allowed', this means you will get messages about school directly from us to your phone.

If you are unsure of how to access your Edulink account, please look at our 'Edulink Initial Setup Guide' by using this link. [Parent-Guide-for-Edulink-One-Initial-Setup.pdf \(smchull.org\)](#)

When booking an appointment for Parent Tutor Day, select the 'Parents Evening' button, which will then take you to the 'Parent Tutor Day' event. From here you will be able to see available appointments with your child's Personal Tutor. For further guidance on how to book an appointment, please see our useful guide for booking appointments using this link. [Parent-Guide-for-Edulink-One-Parents-Evening-System.pdf \(smchull.org\)](#)

The system is live from **Monday 29th January at 3pm** and will be open to take your bookings until **Wednesday 8th February at 5pm**. Appointments are in 15 minute slots.

If you are unable to book at home, please call your child's Year Office for assistance.

Please ensure your child attends the appointment with you in their full school uniform. The school buses will not be running on Friday 9th February 2024 as students are only expected in school for their appointment.

Yours sincerely,

Miss R Flanagan
Deputy Head of School

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