Dear Parent/Carer,

To prepare our systems for your child to start with us in September, we are beginning to update the information we hold about you. During the next few days you will receive an email about your EduLink account; this is where you can view and update information about you and your children. Your link will expire after 7 days, please ensure you have created your account before then.

If you have trouble accessing your EduLink account, please contact: helpdesk@asachelt.org

When you first login to your EduLink account we ask that you click on **‘Update Information’**, review the information requested and complete/amend as necessary. Please note, there are two sections you need to review; in the top left hand corner you will see your name and your child’s name, it is important that you review both sections by clicking on each name. Please pay particular attention to the parental consents section at the bottom of your child’s form. You can find relevant documents relating to the consents section and how we use your information at: <https://www.asachelt.org/data-protection-gdpr/>

Once you have updated your information and completed the parental consent section, return to the EduLink Homepage and complete the **‘Additional Information Form’** that you can find by clicking on **‘Forms’**. Please ensure you complete all sections that apply to your child.

If you need help completing any information in EduLink, you can find further support at:

<https://support.overnetdata.com/knowledge-base/how-do-parents-update-their-information-in-edulink-one/>

You can find further information about Edulink and the systems we use in ‘A guide to All Saints’ Academy’ which you can find at: <https://www.asachelt.org/admissions/transition/>

Please complete all sections by **Thursday 30th June** to ensure we have all the information we need prior to our Transition days on the 7th and 8th of July.

We look forward to welcoming you to All Saints’ Academy.

Yours sincerely,

Mrs Newstead

Marketing Manager