



Vale of York Academy – Parent/Carer Guide

How to sign your son/daughter up to School Clubs

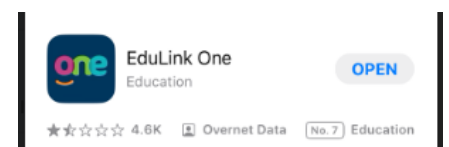
From Monday 11 September all clubs will start back at Vale of York Academy and students will be able to access a range of clubs across the school.

An afterschool enrichment programme has been shared alongside this document. The programmes have been displayed in all form rooms and will they will also be linked on our website.

The programme will be updated at the beginning of each term as some clubs may change to allow for greater coverage and options for students. Parents/Carers will be sent updates at the end of each term for the following term.

Parents/Carers are now able to sign up to our before and after school clubs by using Edulink. Parents/Carers can download the app on their mobile phones or can access it via the link below -

<https://www.edulinkone.com/#!/login>

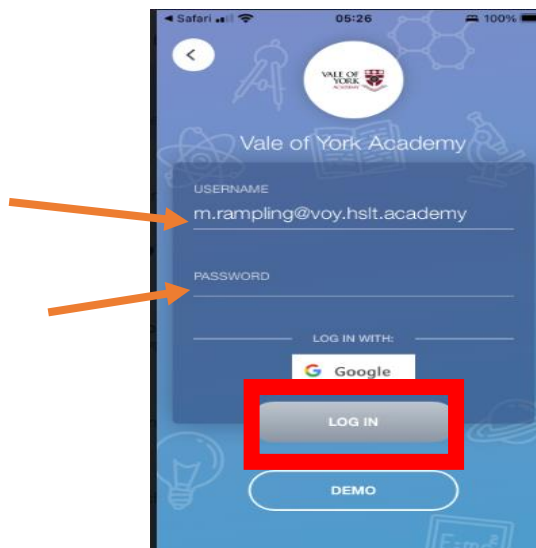


You can watch a Youtube video of how to access clubs on Edulink (watch the video once logged in to follow the step by step guide).

<https://www.youtube.com/watch?v=FRIMwCt5Y4c>

Alternatively you can use the following step by step guide

Log into Edulink



Once logged into Edulink

This is the page you will see when logged in. The first picture shows how it will look via a mobile device, the second is if you are logging in on a computer. Both methods can be used and will allow clubs to be accessed. You will also be able to access other areas of Edulink.

Mobile Device



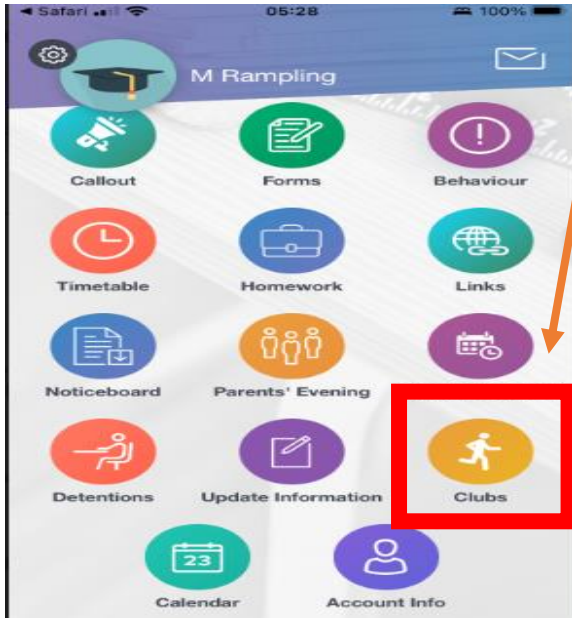
Computer



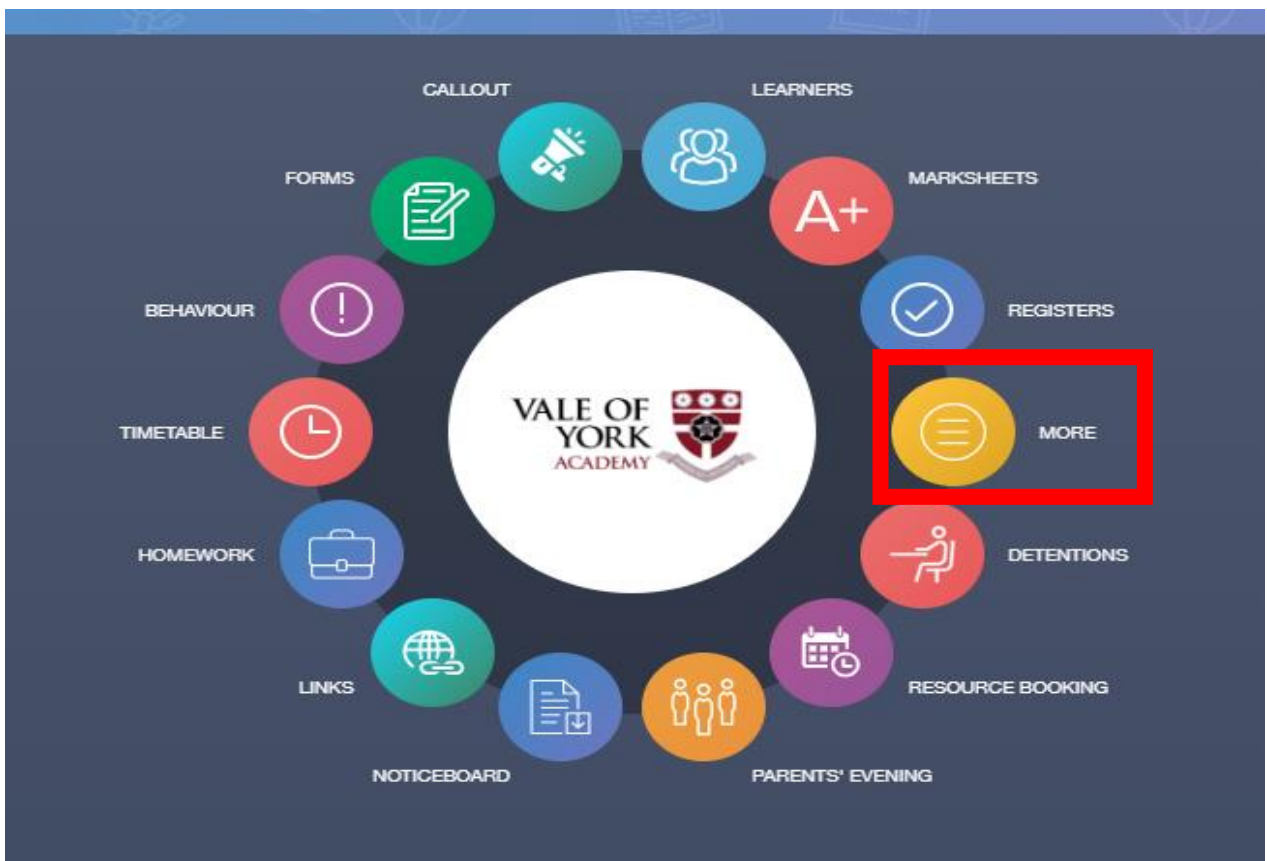
Accessing clubs

You will need to click on the **CLUBS** tab to see the list of clubs. This is one step less on a smart phone compared to the computer screen.

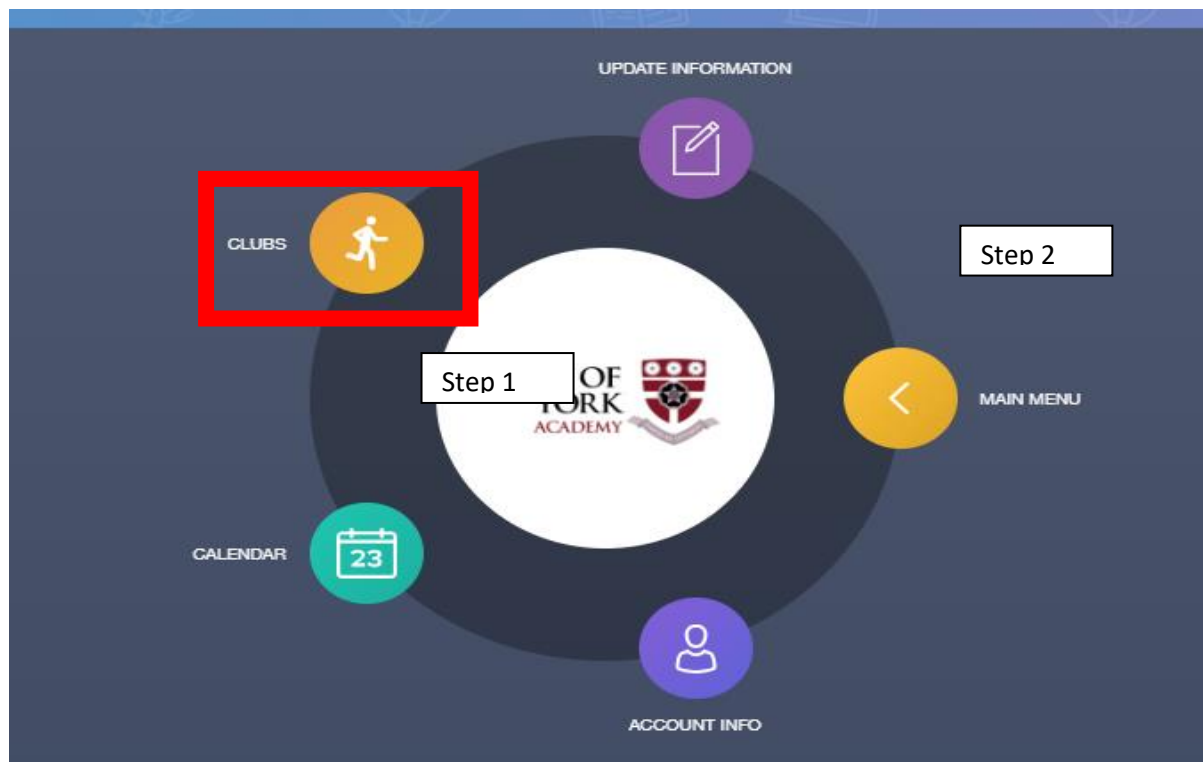
Mobile Device



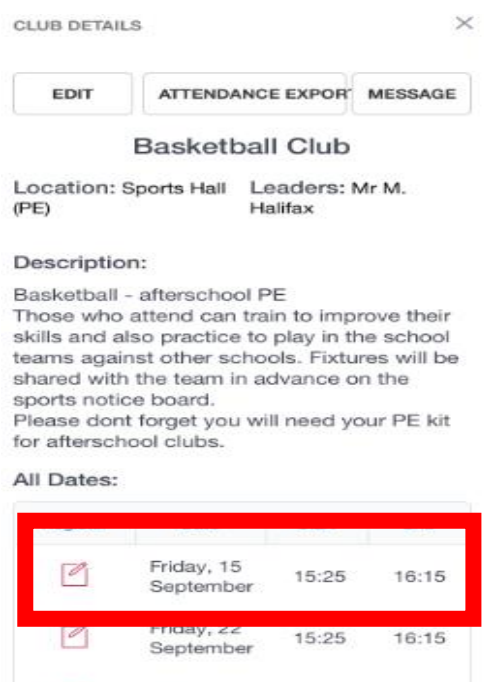
Computer



If you click on **MORE** – you will see this page, you then need to click on **CLUBS**.



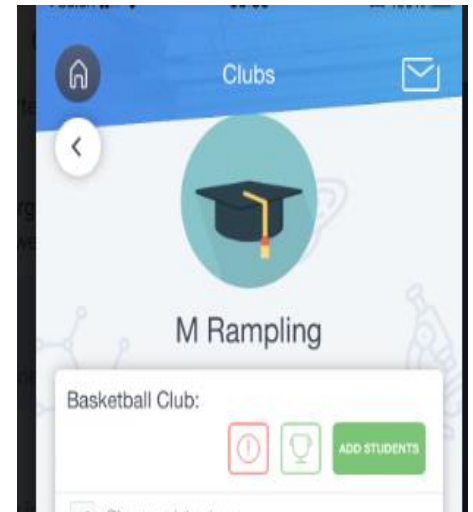
You can now see the clubs open to students and you will be able to scroll down to see them all. If you would like to sign your son/daughter up to a club you will need to click on that club.



Once you have clicked on the club it will show the name of the teacher running that club, a description of what the club involves and then the dates the club is running. You will need to scroll down to see all the dates.

Click on the first week you would like to attend and then click on the green button to join.

You can select weeks for the whole of the term if you wish to that the staff running the clubs know who is planning to be there. When students turn up to the club, staff will use this as a register.



If you are unable to sign up via this method, then students are still able to come along to the club as staff will manually add students, however as you can imagine we want to maximise the time for the club so if you can register beforehand it does save time.

If a club is cancelled or changed a message will be sent from Edulink.

Any questions or if anything is unclear, please contact the academy for further support.