

Vale of York Academy – PUPIL GUIDE of how to sign up to before and after school Clubs.

From Monday 15th April, all clubs will start back at Vale of York Academy and pupils will be able to access a range of clubs across the school from PE and Drama to Homework club and breakfast club.

An afterschool enrichment programme has been shared alongside this document. These have been displayed in all form classrooms across the academy and will be displayed on our Academy website so accessible for all. The programme will be updated at the beginning of each term as some clubs may change to allow for greater coverage and options for pupils. Parents and pupils will be sent updates at the end of each term for the following term.

Pupils are now able to SIGN UP to our before and after school clubs by using EDULINK. Pupils and parents can download the app on their mobile phones or could access it via the internet.

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



This document will show pupils and parents ‘how to log in and access these clubs’.

Video of how access clubs on edulink (Watch the video once logged on to follow this step by step).

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

Or use the step by step guide below...

Logging in to Edulink



Pupils have a **username and password** for logging in to Edulink – this is the same as their log in details for their school google account. If it asks for the school postcode this is Y030 6ZS.

If pupils can't remember on their device their can log in via clicking the Google button and enter via this method.



Once logged in to Edulink

This is the page pupils will see when logged in. The first picture shows how it will look via a mobile device, the second is if being used on a computer. Both methods can be used and will allow clubs to be accessed. Other things can be seen such as timetables.

Mobile Device



Computer



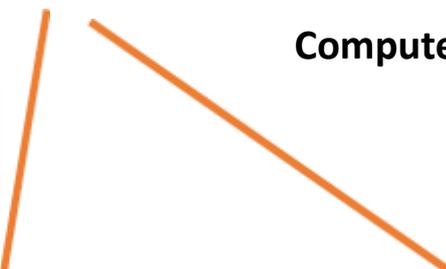
Accessing clubs

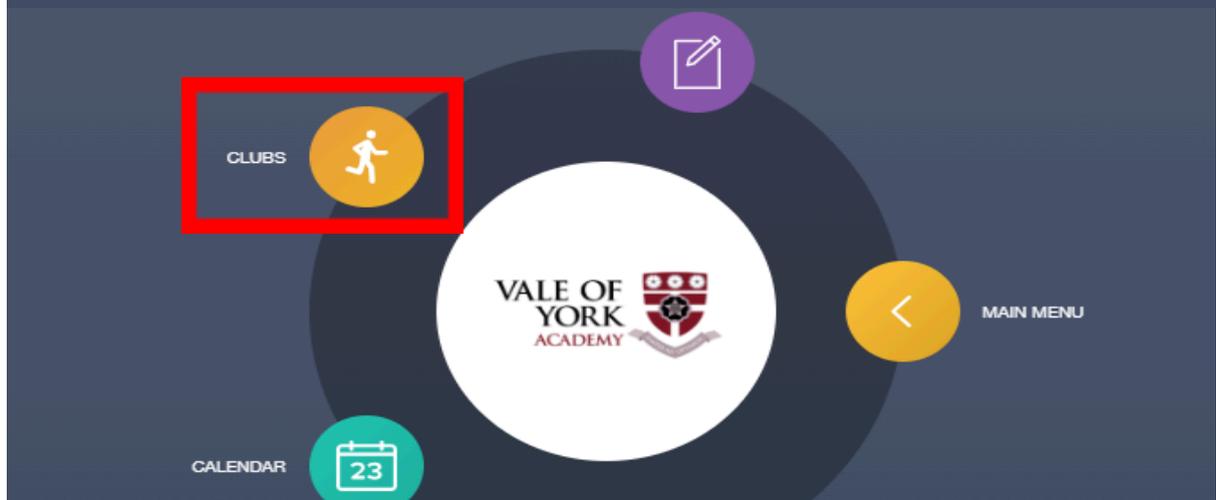
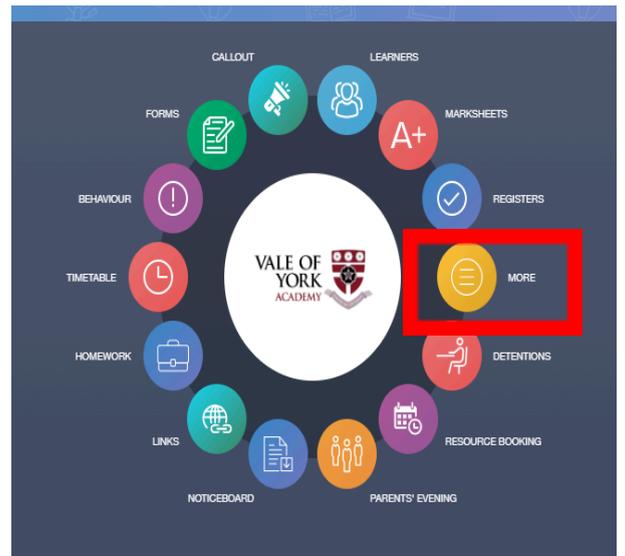
Pupils will need to click on the **CLUBS tab** to see the list of clubs. This is one step less on a smart phone compared to the computer screen.

Mobile Device

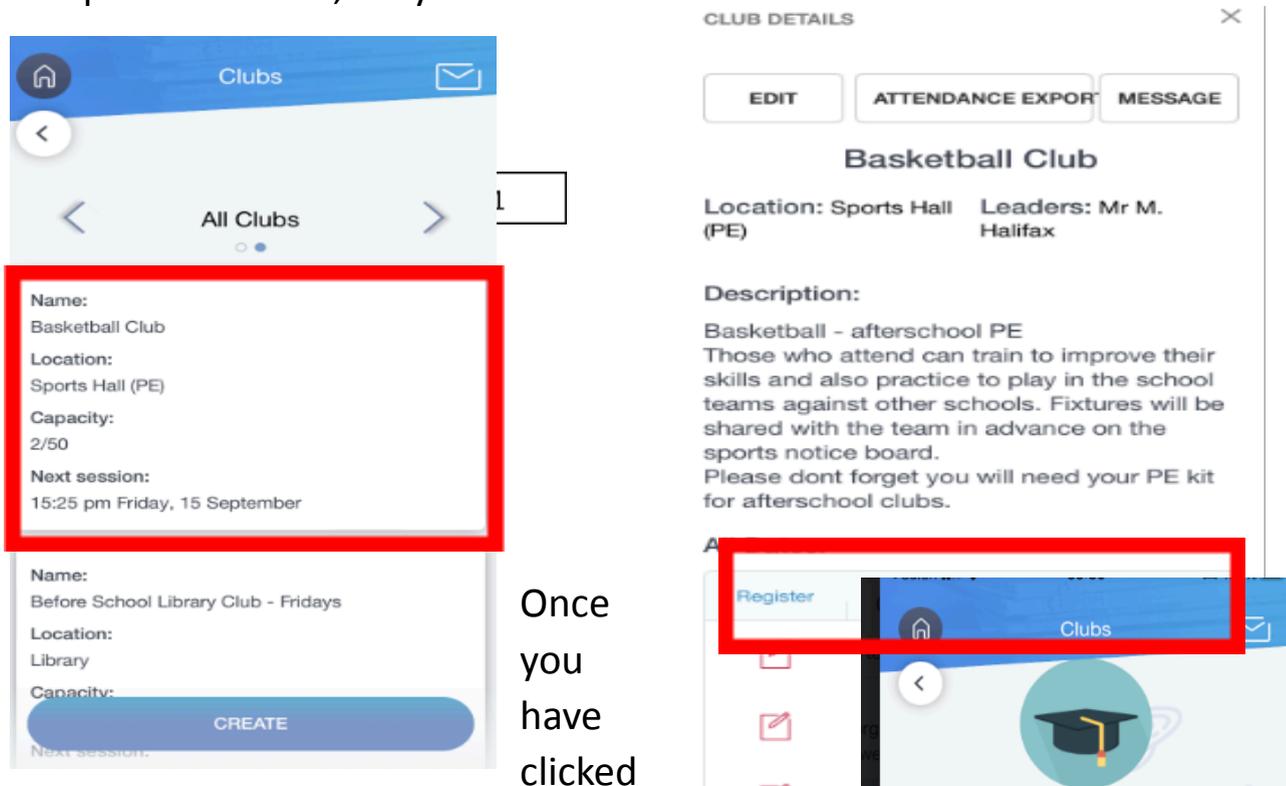


Computer





You can now see the clubs open to pupils across the academy and pupils can scroll down to see them all. If a pupil would like to join that particular club, they will click on the club.



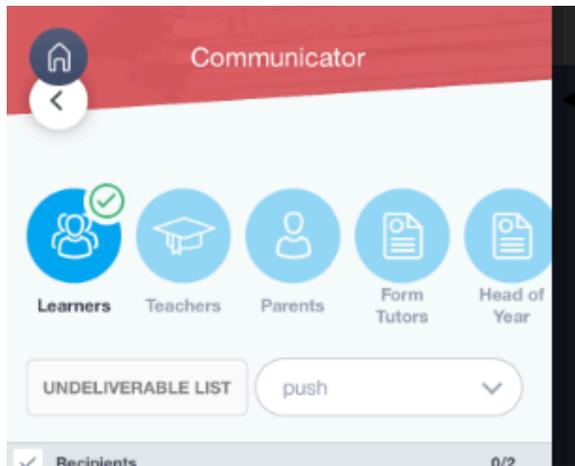
Once you have clicked

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 until Christmas. Pupils will need to scroll down to see all the dates.

Click on the first week you would like to attend (e.g Friday 15th September) and it will allow pupils to click on the green button – JOIN.

Pupils can select desired weeks of the whole term if they would rather so that the members of staff running the club knows who is planning to be there. Once pupils have signed up, they arrive at the club, meet the teacher in the listed classroom / activity area and engage with the club. Staff at the academy will use this to register the pupils at the club each session so we are able to track exactly who is here at the academy afterschool and where they are.

Any pupil who isn't able to sign up via the method above, **can still come along to the club**. Staff are able to add pupils to the club, however as you can imagine we want to maximise the time for club afterschool so If pupils can do this beforehand it does save time.



If a club is cancelled or changed a message might be received from the staff member via edulink.

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