

14 December 2023

Dear Parent/Carer

## Mulberry UTC – Student Information App (Edulink)

The school is introducing a new way of being able to track information about your child's time at Mulberry UTC. Our new Edulink app, allows you to log in to our system to see key information such as:

- **Account info & contacts** – all the contact information we hold for your child and the contacts we have for them on record.
- **Attendance** – information about your child's attendance to school and their attendance to lessons.
- **Behaviour and achievement** – comments and house points on your child's achievement at school as well as any behavioural issues that are affecting their learning.
- **Homework** – all of the homework assignments your child has been set and information on whether they have handed their assignments in.
- **Timetable** – your child's school timetable
- **Exams** – the exams that your child has been entered for, including dates and results
- **Links** – key sites and links

We have also made it possible for you to report your child's absence from school through the app, so that you do not have to call reception in the mornings. To do this, click on the **absence reporting** button and submit the dates of the absence with a short explanation of why your child cannot attend. For appointments, you can also attach evidence of the appointment by using the paperclip icon to upload a photo of the appointment letter.

Please note, if you have more than one child attending Mulberry UTC, you will be able to switch between their records in the top-right-hand corner of the app.

### How to access Edulink

There are 2 ways to log into Edulink:

1. Through any browser at <http://edulink.mulberryutc.org/>
2. Download the Edulink app from Google Play or Apple's App Store

To login, you will require your username and password which will be sent to you in a separate email shortly.

We hope this system will give you everything you need to see how your child is progressing at the school. However, if you have any questions or queries, please do email the school on [info@mulberryutc.org](mailto:info@mulberryutc.org) and a member of staff will get back to you.

Best wishes  
Mulberry UTC