



King
Egbert
School

Celebrating 50 years of King Egbert School
1969-2019

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Headteacher: Mr Paul Haigh
Chair of Governors: Mrs Karen Milbourn

Date: 5 October 2020

Our Ref: JSM/HW

Dear Parents/Carer and Students

As you are aware, Monday 12 October is a learning from home day for Y7 students. During the day your child's tutor will contact you by phone at the agreed time to introduce themselves, discuss the start of term and give you the chance to share any questions.

You will be able to book a convenient time for the phone call and instructions are below. During the day on Monday 12 October, your child will be set work for each lesson of the school day and will be following their timetable. All the work will be on Edulink and they will be able to access it with their log-ins. Students should ensure they are able to log-in to their Edulink before Monday 12 October and let their form tutor know if they have a problem.

Parents/carers have their own log-in for Edulink which will be needed to make the appointment. If you have forgotten or mis-placed your details please email us enquiries@ecgbert.sheffield.sch.uk

Instructions for booking form tutor appointment phone call

Please find below instructions for your form tutor meeting on Monday 12 October 2020. It is essential we get to speak to every single student to check how you are and how you are finding school work. This will assist us plan on how we can support you for the rest of term.

You will be able to book a slot from 8am Tuesday 6 October until 7am on the day of the appointment. Please remember the earlier you book then the more choice of times.

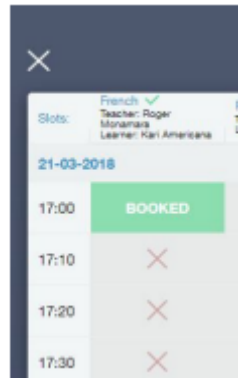
Instruction to make appointment via Edulink

1. Sign into your Edulink account to be able to make an appointment. If you have misplaced or lost your log in please email enquiries@ecgbert.sheffield.sch.uk and we will send these out to you. Please make sure you include the student name, form.

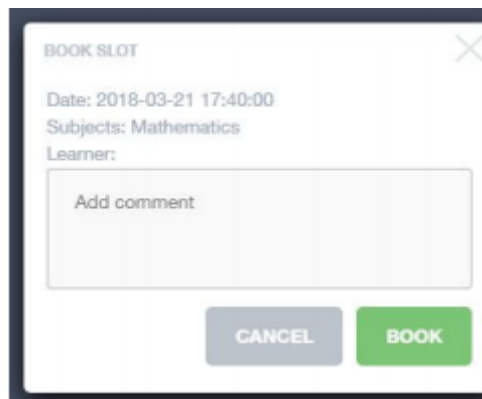


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2. Bookings for a form meeting by logging in clicking on the Parents' Evening menu icon and then clicking on the event. You will then see a table of all the time slots available. You can book 1 slot of 10 minutes and ones which are unavailable will appear greyed out with a "X" in the (example below)



3. To make a booking for a teacher click/tap on an available slot a popup will appear allowing you to enter an optional note to the teacher, and then click the book button (see below).



If you have any questions please do not hesitate to contact school.

Yours faithfully

Miss J Smith
Assistant Headteacher

Miss J Machin
Head of Year 7