



## Parent Guide to School Communication

Effective communication is vital in running a successful school and Harrodian uses several channels to make sure important information is disseminated to parents. Each of these channels fulfil a different purpose and some, because of the nature of the personal data they hold, require a password for access. This guide has been produced to assist parents in finding the information they are looking for.

Much of what is described here are new industry leading systems and all are under development by the school. We understand that we must continue to build effective communication both internally and externally. We therefore recognise the importance of listening to our community. Please browse all the descriptions below and should you have any questions, requests or feedback, feel free to contact Captain Rob Stewart (Head of Seniors) on [rstewart@harrodian.com](mailto:rstewart@harrodian.com).

**The Harrodian Website – [www.harrodian.com](http://www.harrodian.com)**

The website is a central hub for school communication and contains a wide range of general information for parents. To access useful information such as term dates, click on *Practical Info* (<http://www.harrodian.com/practical-information>). There is a further sub-section within this area entitled *Parent Information* where you can find information about sports kit, dress codes, etc.

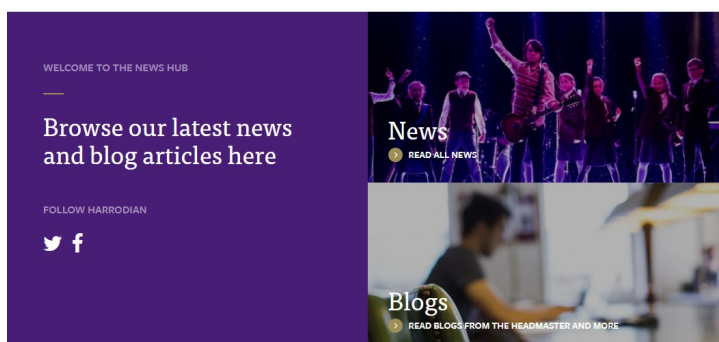
**News Hub: [www.harrodian.com/news-hub](http://www.harrodian.com/news-hub)**

Our News Hub is where all our latest activity, events and celebrations are posted.

### News Hub

Browse all Harrodian on-line news, media galleries and printed outputs below

Read about Harrodian achievements, events, trips and more, as well as viewing blogs from the Headmaster, from our Heads of School and individual departments. Or use the links to download our printed Newsletters online.



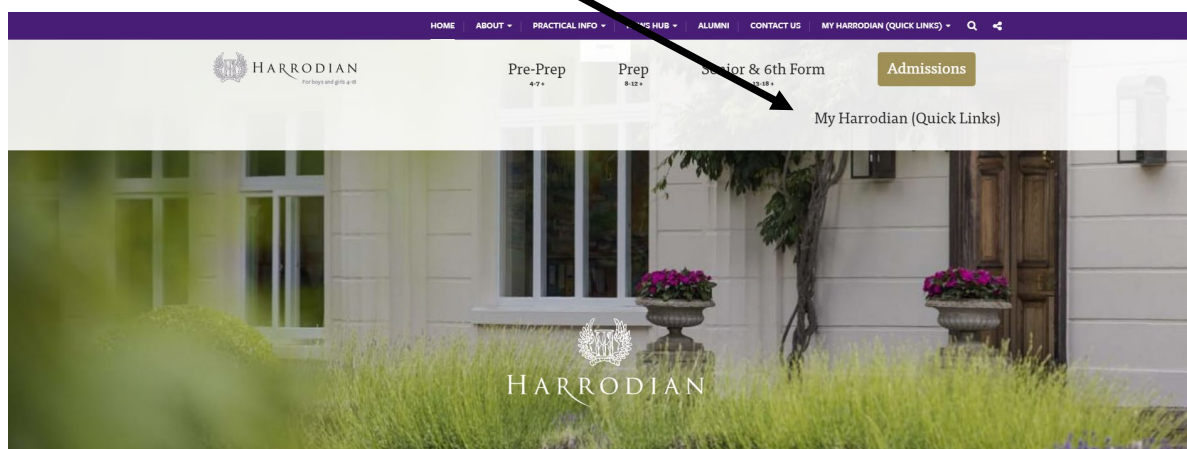
Daily news updates are featured alongside photos on our Twitter feed @HarrodianNews. Make sure you follow us at <https://twitter.com/HarrodianNews>



Also expect to see some of the highlights from the week in a mailing sent out on Fridays. The Website Team collates events, activities and stories in photographs, films and words to enable you to get a flavour of what has been taking place in our busy school. This email includes links to full articles if you want to see more detail.

**My Harrodian (Quick Links)** – [www.harrodian.com](http://www.harrodian.com)

The website is also a place where you can find links to the other information channels listed below. A single click on *My Harrodian (Quick Links)* will take you to a list of all these areas.



The Quick Links give pupils, parents and staff easy access to school emails, Parent Portal (Edulink), Harroddian Fixtures (Sports), Intranet, Parents' Evening Booking System and Classlist.

Pre-Prep  
4-7 +

Prep  
8-12 +

Senior & 6th Form  
13-18 +

Admissions

## My Harroddian (Quick Links)

My Harroddian is where only our pupils, their parents and staff can access the following information:

**School Email**  
[exchange@harroddian.com](mailto:exchange@harroddian.com)

**Parent Portal (Edulink)**  
For detailed and specific information about your children e.g. attendance, academic reports, timetables etc.  
Parents need a log-on and password for this (please contact Jo Collier in our Senior Office for further information).  
<https://www.edulinkone.com/#!/login>

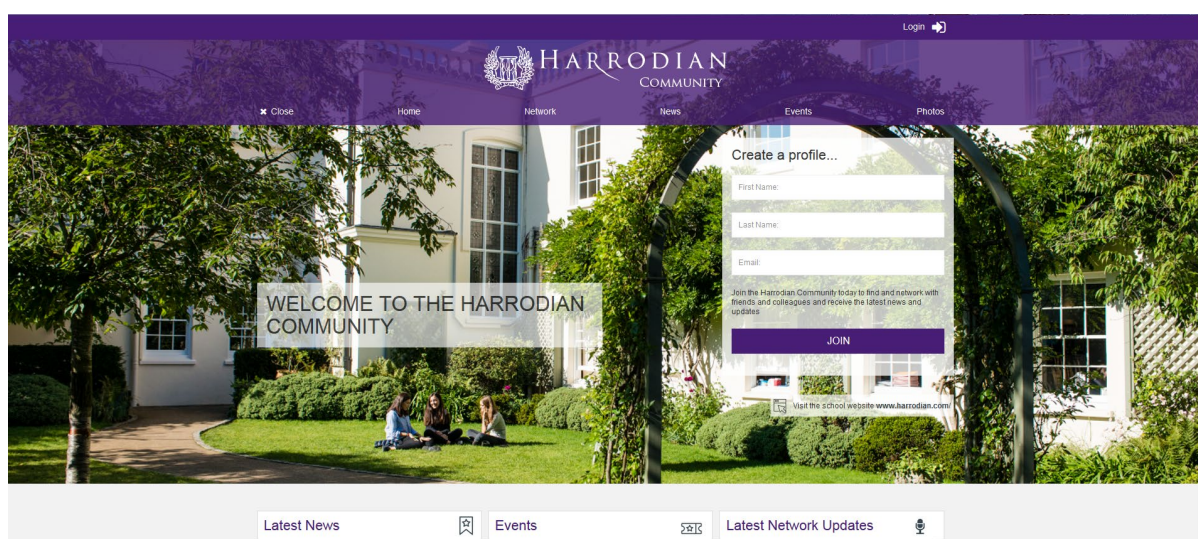
**Harroddian Fixtures**  
This is our dedicated sports website with detailed information on fixtures. To access protected information such as names on team sheets, you will need a password. This is published in our termly Bulletin emailed to all parents. If you need more information please contact Hilary at Reception.  
[www.harroddiansports.com](http://www.harroddiansports.com)

**Internal Resources (Intranet)**  
Our intranet is password protected and is where parents can access Class/Sports Assembly videos.  
Please contact Kris Kreis at [kkreis@harroddian.com](mailto:kkreis@harroddian.com) in IT for password information.  
[intranet.harroddian.com](http://intranet.harroddian.com)

**Parents Evening Booking System**  
For parents to book appointments  
<https://harroddian.parentseveningsystem.co.uk>

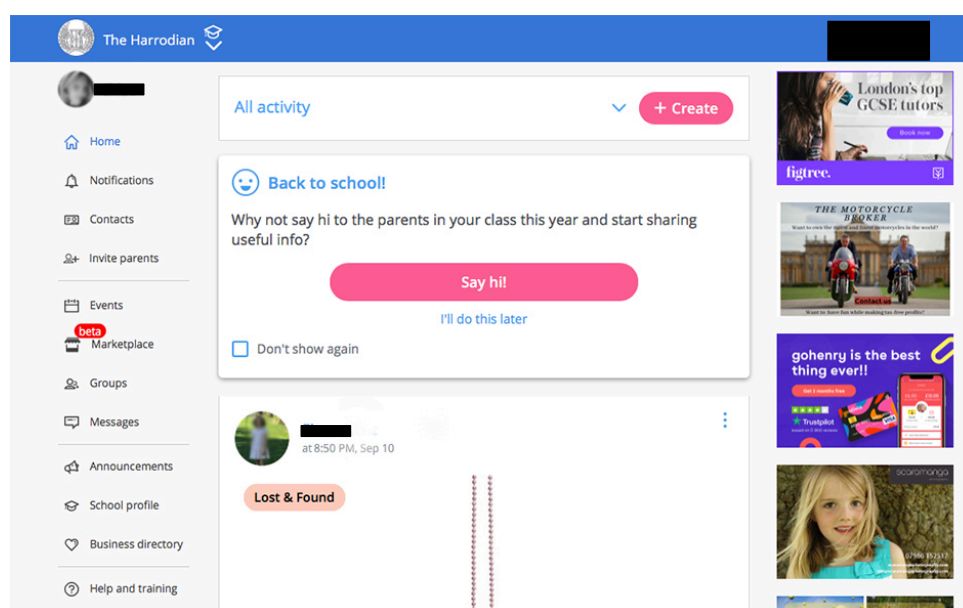
**Classlist**  
For secure and safe parent-to-parent communication, best downloaded as an **app on your phone**  
It helps parents see who's who in their children's classes, to arrange a social event, exchange pre-loved sports equipment, instruments and uniforms, retrieve lost and found items or to sell products or promote their businesses.  
All parents are emailed a logon and password. Please contact Rachael Snaith (Classlist administrators based at Harroddian) if you are experiencing issues.  
<https://classlist.com>

Harroddian Community - <https://community.harroddian.com>



Our Harroddian Community can be accessed via the 'Alumni' section of our website. This site brings our current and former parent/pupil communities together in one place. It will inform our whole school community about fundraising events for our Bursary Fund, including the option to make donations, and keep our alumni community abreast of any news and reunion events.

## Classlist – access via My Harrodian (Quick Links)



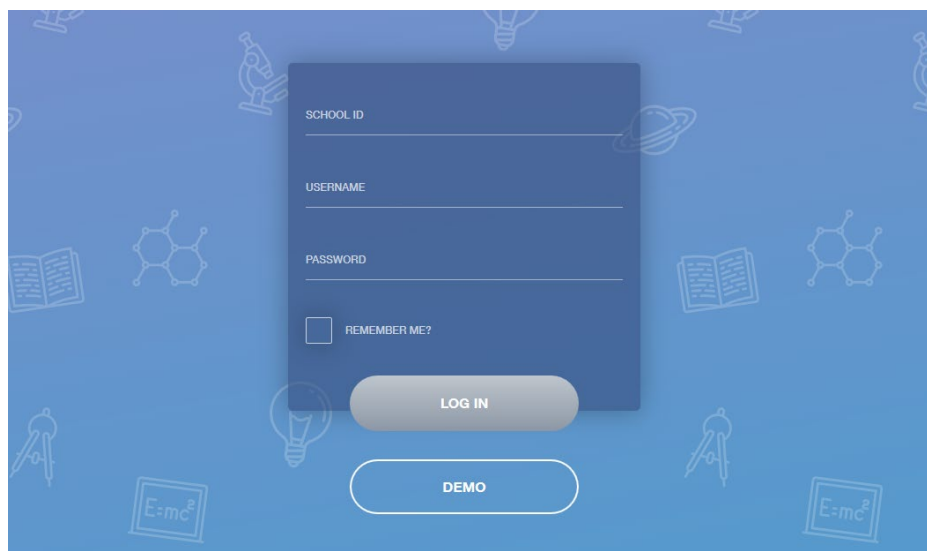
Classlist is a free parent-to-parent communications platform. It is a safe, secure online community for parents to post, receive class/school information and message other parents. Parents can set their own privacy and notification settings; the system gives them full control of how much they wish to share.

Classlist also helps parents see 'who's who' in their children's classes, to arrange a social event, exchange pre-loved sports equipment, instruments and uniforms, retrieve lost and found items or to sell products/promote their businesses.

All parents are emailed a login and password. Classlist is administered and managed by the Harrodian School Parents' Association and is not linked to the other systems listed in this guide. If you need assistance, please contact Mrs Rachael Snaith ([rsnaith@harrodian.com](mailto:rsnaith@harrodian.com)) or Ms Catti Gibb ([cgibb@harrodian.com](mailto:cgibb@harrodian.com)), both of whom are Classlist Administrators at Harrodian.

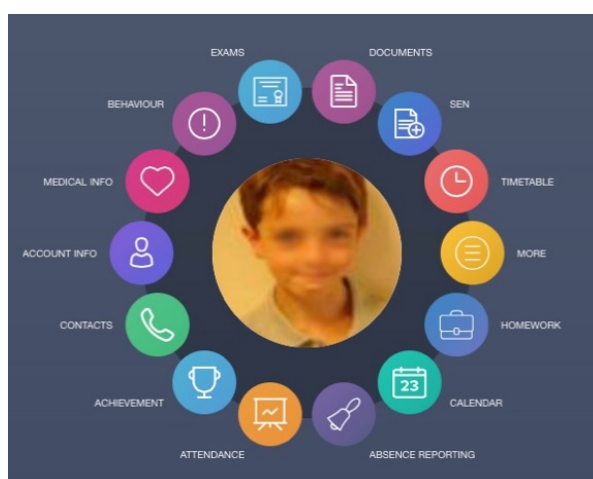


## Parent Portal (EduLink) – access via My Harrodian (Quick Links)



The Parent Portal (EduLink) is a comprehensive information channel, especially tailored for parents. It is the one stop shop for specific information on your child, including your child's attendance, achievement, timetables, academic reports, his/her teacher's contact details, Parent Handbook, Parent Bulletin, etc. EduLink is still being developed and we will be adding more information over the forthcoming academic year.

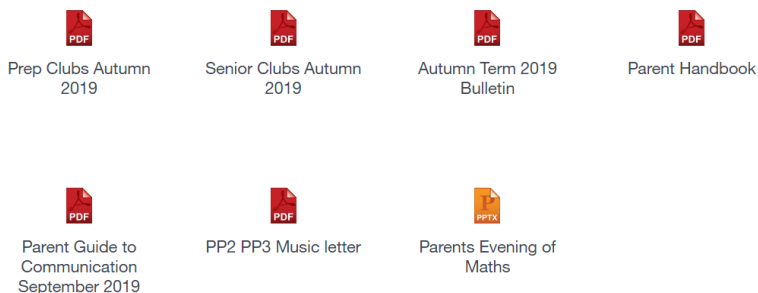
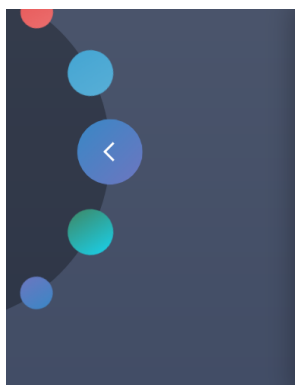
To gain access to EduLink, you will need to log in via the home page above with the username and password provided to you. If you need assistance, please contact Mrs Jo Collier on [jcollier@harrodian.com](mailto:jcollier@harrodian.com). (New parents will be emailed their log in details ahead of the start of the new academic year.)



EduLink is accessible in many versions via desktop, tablet and mobile devices. The EduLink mobile app can be downloaded for iOS at <https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8> and for Android at [https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en_GB).

**Parent Bulletin** – accessed via the Parent Portal (EduLink) - use My Harrodian (Quick Links)

Our Parent Bulletin is uploaded to the Parent Portal each half-term and provides key information including term dates, diary dates, examinations, activities and departmental news. Bulletins will be uploaded to the *Noticeboard* tab in a PDF format, which you can download for later use.



## Parent Bulletin – Autumn Term 2021

### *TERM DATES 2021/22 and 2022/23*

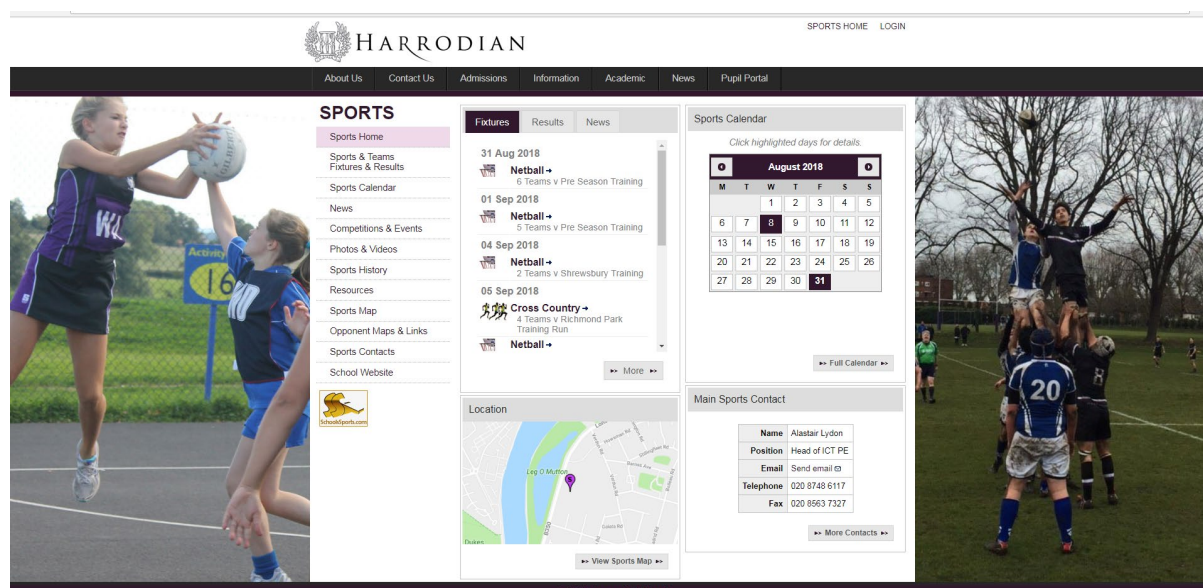
Please see overleaf for precise timings to the end of the school day ahead of half-term and end-of-term holidays.

#### **Autumn Term 2021**

The Autumn Term 2021 begins on Monday 6 September and ends on Friday 10 December.  
Half Term is from Friday 15 October to Monday 25 October.

**Please note that school will also be closed to pupils on Thursday 14 October for a staff INSET day.**

**Harrodian Fixtures (Sports)** – access via My Harrodian (Quick Links) or directly at [www.harrodiansports.com](http://www.harrodiansports.com)



This is the single access point for information on all aspects of school sport, including details of sports fixtures - what is on where, at what time and who is participating. To access information regarding school sports fixtures:

- Go onto the website above
- Go to the side menu and click on 'Sports & Teams, Fixtures & Results' (to access protected information, ie names on teamsheets, you will need to enter the password 'harrodian1993').
- Click on the sport you need to view and then click on the team your son/daughter is involved in.
- Click on 'Download to Your Calendar' and all the fixtures will be synchronised with your Smartphone.
- All updates will be updated to your phone automatically as and when they are made.

You should refer to your son/daughter's Student Planner for further information on the school's expectations regarding your child's participation in sport.

If you have any questions about a particular sport, please email the Teacher in Charge or Head of the relevant section, as listed on the website.

If you have any specific questions about the Harrodian Sports website, please contact Mr Alastair Lydon on [alydon@harrodian.com](mailto:alydon@harrodian.com).

**Parents' Evening System** – access via My Harrodian (Quick Links), Parent Portal (Edulink) or <https://harrodian.schoolcloud.co.uk/>

The screenshot shows the login page for 'The Harrodian School Parents' Evening System'. The page has a purple header with the school's name. Below the header, there's a section titled 'Parents' Evening System' with a welcome message and a note about email confirmation. The main form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title, First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdowns for day, month, and year). A green 'Log In' button is located below the 'Your Details' section. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and a small icon representing the Parents Evening System.

Parents in the Pre-Prep, Prep and Senior School and Sixth Form have access to an intuitive and easy to use online appointment booking system. There are no personal login details for this system; you simply complete the requested details on the homepage – your own details and your child's details. Please note that the details you input must match the details we hold on our systems, otherwise you will be unable to access the system.

Once logged in, the system allows you to choose your own appointment times with teachers, post a comment and then receive an email confirming your appointment slots. Parents will receive advance notice via email of when the system will be opened and closed for bookings. Appointments are made on a first come, first served basis.

Most Parents' Evenings are now online and via a video link. At the start of the evening, parents should login as given above, and you will be taken automatically to your first appointment. All appointments are timed so keep an eye on the clock shown on the video screen.

The intention for the system going forward is to use it in making wider bookings for other major school events where there is a restriction on numbers. For any queries regarding Parents' Evening appointments, please contact Ms Catti Gibb on [cgibb@harrodian.com](mailto:cgibb@harrodian.com) for Seniors or Mrs Camilla Crawford on [ccrawford@harrodian.com](mailto:ccrawford@harrodian.com) for Prep.



## **Google Classroom/Microsoft Teams**

Both Google Classroom and Microsoft Teams for Education are used by teachers to deliver; online lessons (when not in school), resources, assignments and general educational material, such as current affairs and PSHE. Every pupil/student has access to these packages via their school email and associated password.

The format of a pupil/student email is always:

<first name>.<last name>@harrodian.com

If a password reset is required, this should be requested directly to the Head of Year NOT Harrodian IT.

More details on these packages can be found at:

<https://edu.google.com/intl/en/products/classroom/>

<https://www.microsoft.com/en-gb/education>