



Dear Parents/Carers,

This year, we are introducing a new system to further develop the input that parents have on their child's additional needs plan.

In school, we use a system called Edukey. This is how staff create and update your child's plan throughout the year. We can now provide you with your own personal log on so you are able to view your child's plan at home whenever you wish, and also have the ability to comment.

The link to the Edukey website is: <https://edukeyapp.com/parent/login> ; you will find your unique access code attached to this letter.

When you go to the Edukey website and log in for the first time you will see the following screen:

Learning Plans & Provision Maps  
Provision Map

### Access parent account

Email address

I already have an account  
 I don't have an account yet

Confirm your email address

Access code

Your name

Password

Retype password

If your child's school has provided you with an access code then you can use it here to create an account and view your child's learning plan & provision.



You will be able to create your own log in using the unique access code provided. Once logged in you will see the following screen:

From here, you can access your child's full plan and you will be able to add a comment, for example, you can state whether you are happy with your child's targets or if you feel any changes may need to be made; you will also be able to see any comments the child's class teacher has made. If you have more than one child in school on an SEN plan, you can use the "add child" tab at the top of the page, and input their access code. This way you can have your children on one page rather than having to create multiple log-ins.

During the Meet and Greet meetings with your child's class teacher you will have the opportunity to discuss the plan in person and they will be able to explain the website further.

If you have any problems accessing the website please inform your child's class teacher as soon as possible. As this is a new system we will initially still ask you to sign a paper copy that will be kept in school and at home.

We hope that this system will make the process of accessing your child's additional needs plan easier and that you feel further involved in the process. Should you have any feedback this can be emailed to [senco@geo.srscmat.co.uk](mailto:senco@geo.srscmat.co.uk)

Kind regards,



St George's Catholic Voluntary Academy  
Uplands Avenue, Littleover, Derby, DE231GG  
[admin@stgeorges.derby.sch.uk](mailto:admin@stgeorges.derby.sch.uk)  
Company Number 7937154



**St Ralph  
Sherwin**  
Catholic Multi Academy Trust



Headteacher

SENCO



St George's Catholic Voluntary Academy  
Uplands Avenue, Littleover, Derby, DE231GG  
[admin@stgeorges.derby.sch.uk](mailto:admin@stgeorges.derby.sch.uk)  
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