

How to Access Class Charts



awareness



drive



aspiration



purpose



trust

adapt

succeed

aim high

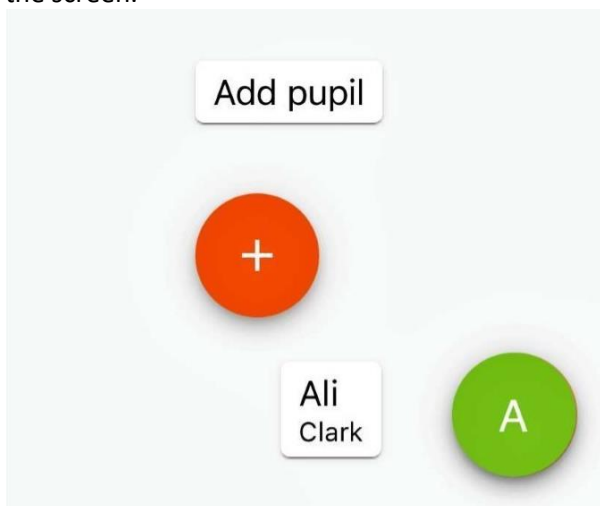


Guide to accessing Class Charts for Parents & Carers



You can access Class Charts through a web browser or by downloading the Class Charts Parents App:

1. Open the Class Charts Parents App or visit www.classcharts.com/parent/login
2. Enter your email address
3. Choose 'I don't have an account yet'
4. Enter your parent access code and name
5. Choose a password
6. Click Log-in
7. Once you log in, if you need to, you will be able to add a sibling by selecting the icon in the bottom right corner of the screen.



8. After you select the name of your child, you will see the dashboard with a pie chart and graph which provides an overview of what has been recorded on our Class Charts system by our staff.
9. Under this you will see specific entries in green or red. Sometimes this may be accompanied by a short explanation about the referral, but this is not always required or necessary.




Thursday 18 November

-1 **Ali Clark**
Unsafe Behaviour awarded by Mrs A Clark.
Ali was spoken with by the Year Head after having thrown food across the Concourse during lunchtime.
14:37

-1 **Ali Clark**
Inappropriate Use of Technology awarded by Mrs A Clark.
14:37

+1 **Ali Clark**
Displaying Confidence awarded by Mrs A Clark.
Ali spoke at our school assembly today to read a poem by Wilfred Owen as part of our school Remembrance Day events.
14:35



9. When teachers add information to Class Charts, the app will update. There is no set target for teachers to add information- it is as appropriate to the pupil. Information may be added on the day of a lesson or it may be added on a different day/ time, depending on the teacher's overall timetable.

10. All pupils should know that they are receiving a negative at the time of the referral, through discussion with the teacher. Pupils should also know about positive recognition, although this may be explained in a later lesson, perhaps once marked work has been returned to students.

11. The system does not presently allow for notifications. This means that you need to visit the app or website to see the information.

12. If you have any questions about Class Charts, please do not hesitate to get in touch with your child's Pupil Support Leader.

