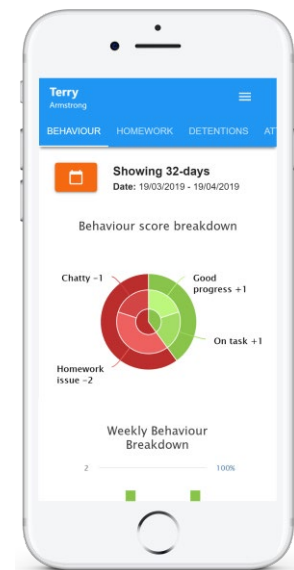
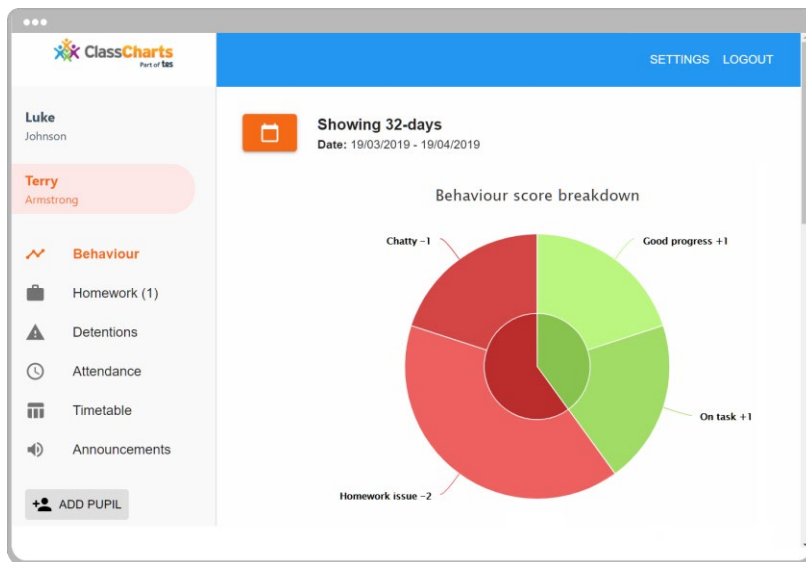


What is Class Charts for parents?

Class Charts is a tool to help you keep track of your child's behaviour, view attendance records, access their weekly timetable, track scheduled detentions, and view announcements from your child's teacher or directly from the Academy.

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via the website, or through our iOS and Android Apps.



You should have received a Parent code from our Admin Team, which will look similar to the example code shown on the right.

This code is used to set up your Class Charts parent account, which is covered on the next page.

ABC123

Signing up to Class Charts

1. Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field.

Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.

LOG IN SIGN UP

Email address
example@edukey.co.uk

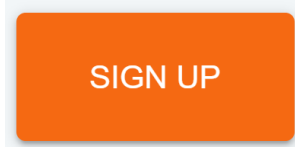
Access code (provided by school)
ABC123

Name
Example parent

Password
.....

Retype password
.....

1. Click on the Sign up button below the form.



2. Confirm your child's date of birth when prompted. Click on the Date of Birth field and use the date picker to enter the correct date.

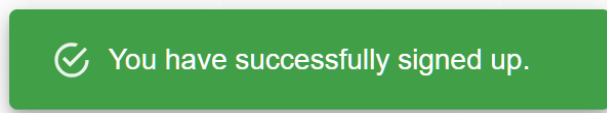
Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
06/04/2007

OK CANCEL

3. A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue.

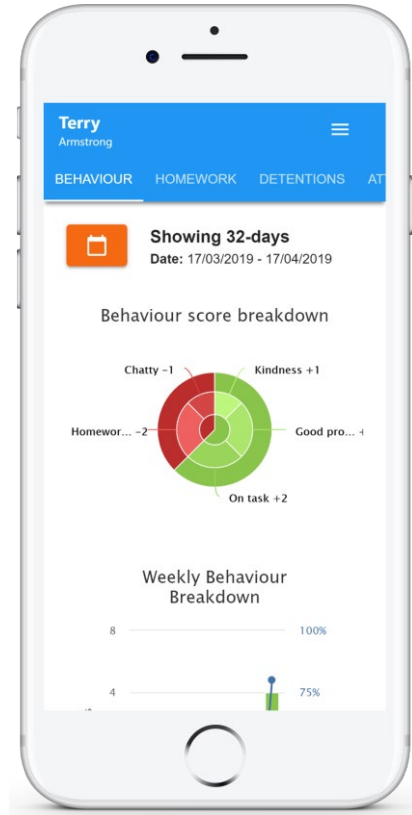


Behaviour

You will see the Behaviour tab with your child's name.

Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.

By default, the displayed date range is 31 days. To view a different range of behaviour data, click on the Date button to select from the available presets or create your own custom date range.



Thursday 11 July

Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.

- +1 Terry Armstrong**
Reading awarded by Mr B Butterfield in 10A/Ar1.
09:20

- 1 Terry Armstrong**
Off task awarded by Mr B Butterfield in 10A/Ar1.
Disrupting the lesson
09:00

Detentions

Selecting this tab will display a list of detentions which have been set for your child.

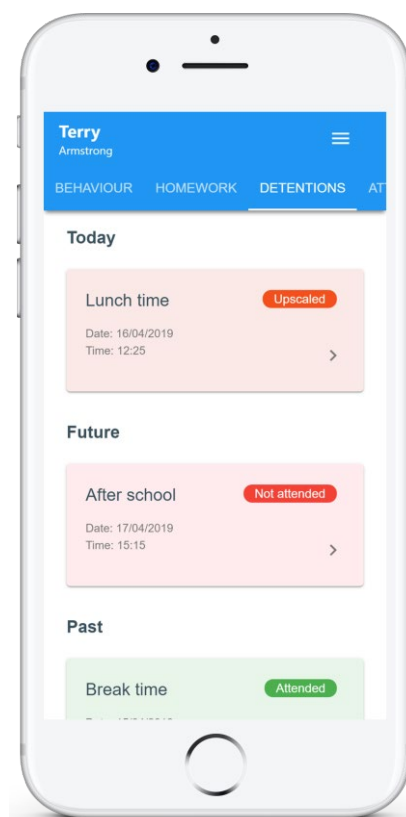
Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

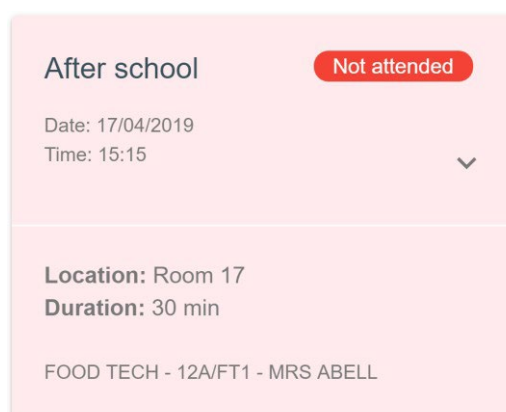
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.



To view more information about a specific detention, click on the arrow icon.

This will bring up a popup that describes the detention, including the location for the detention, the awarding teacher and scheduling information.



Attendance

Selecting the Attendance tab will present you with a table of your child's attendance data for the past 31 days.

To change the displayed timeframe of attendance records, click on the Date button and select the date range of your choice.

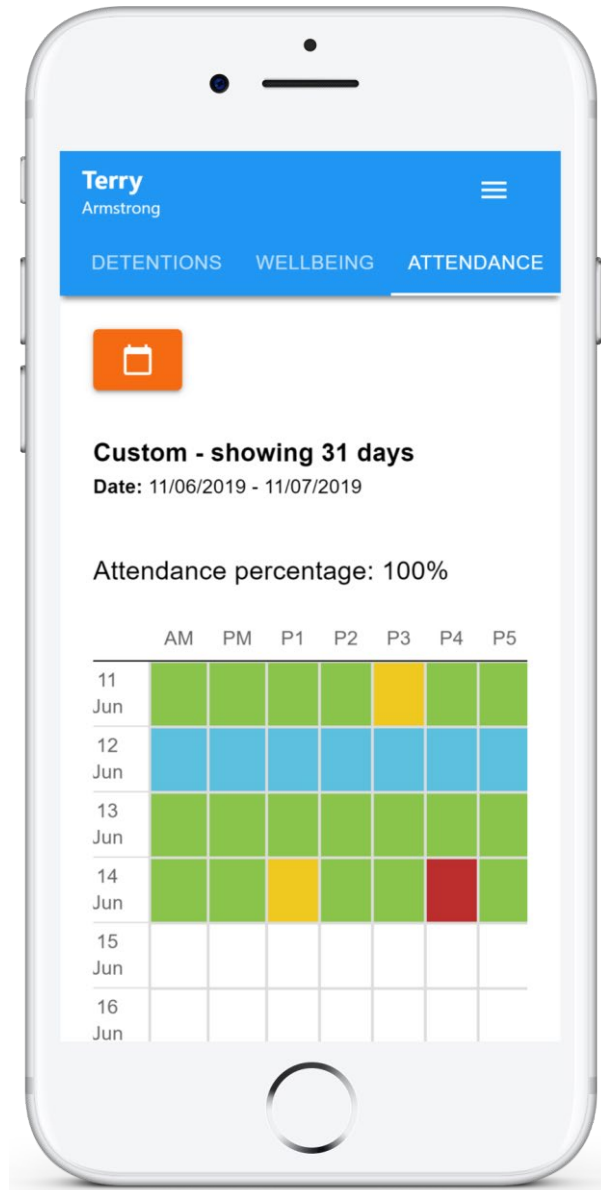
Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

Authorised absence: Your child did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so.

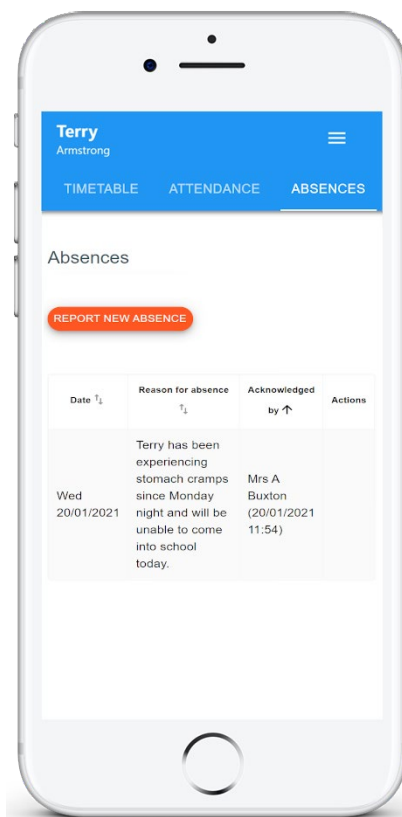


Absences

Click the Absence tab.

Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

To report an absence, click on the Report new absence button.



Next, enter the details of the reported absence into the form provided.

You can also include up to 5 files in your absence report as supporting evidence. To do this, click on the Attach supporting evidence button and select the files of your choice.

Click on the Submit button to send your pupil's absence report to their school. The absence can be edited and deleted until it has been acknowledged by a teacher.

Date of absence
26/01/2021

Reason for absence
Terry missed the bus today.

Please report your child's absences as soon as possible

Attachments

+ ATTACH SUPPORTING EVIDENCE

You can upload a maximum of 5 attachments, each up to 250mb in size.

SUBMIT CANCEL

Timetable

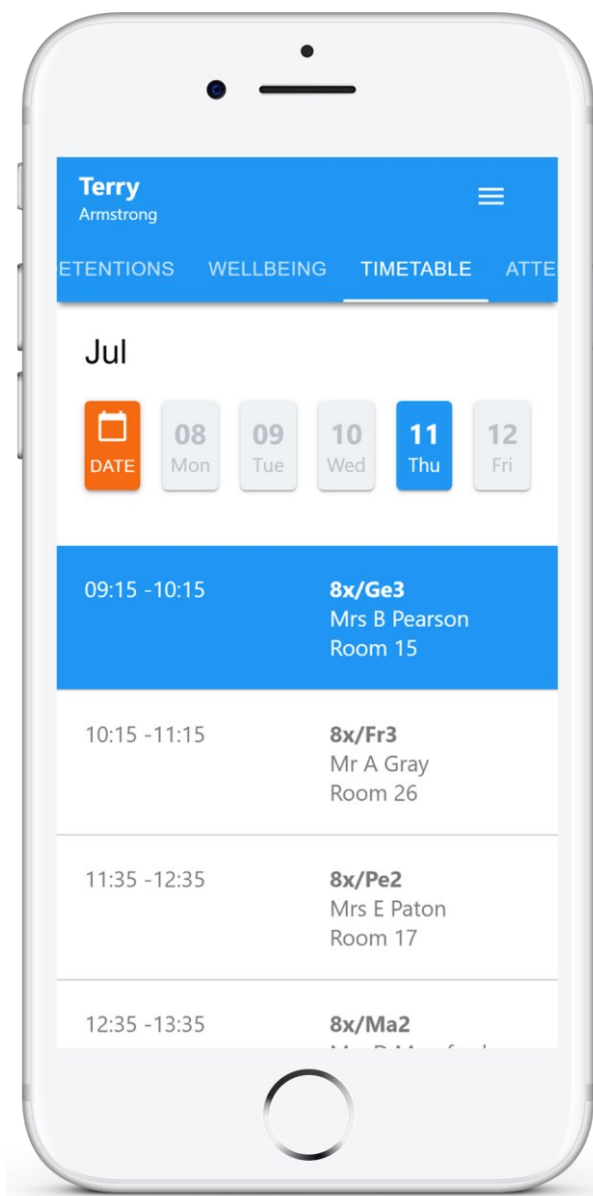
If your school has decided to share timetable data with parents, you will see the Timetable tab when viewing pupils from that school.

Selecting this tab will present you with your child's timetable for the current day. This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place.

Your child's current lesson will be highlighted in blue, as shown on the right.

To view timetable data for another day of the week, click on one of the other displayed dates along the top of the timetable.

To change the displayed week, click on the Date button and select a date from the week of your choice.

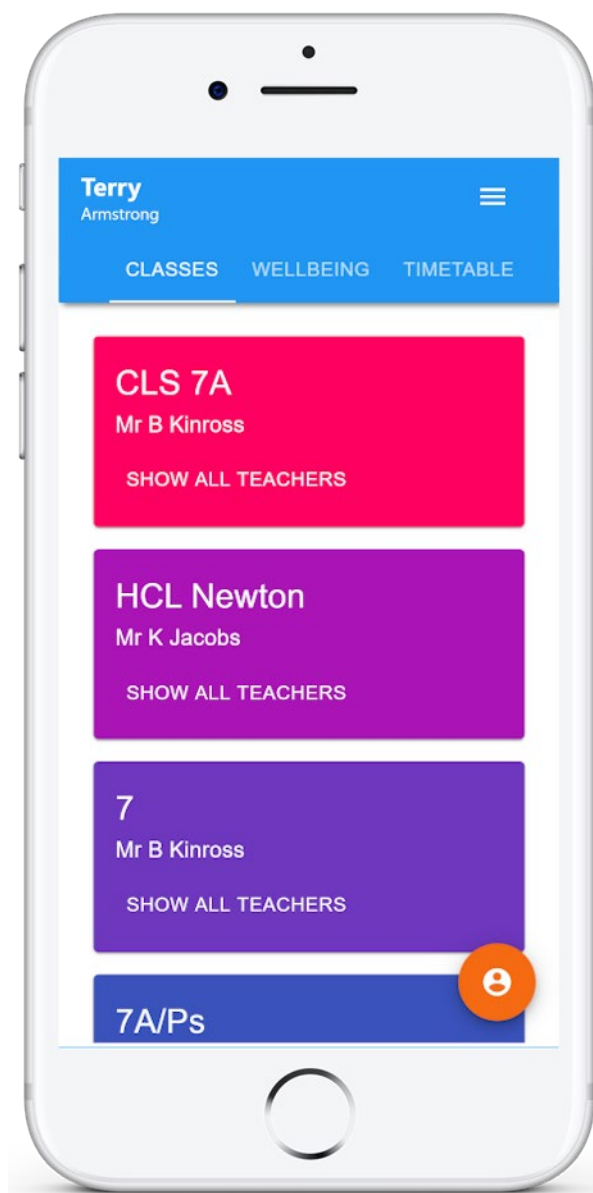


Classes

If your school has decided to share class data with parents, you will see the Classes tab when viewing pupils from that school.

Selecting this tab will present you with a list of your pupil's classes. Each class tile will display the class name, the class teacher, the subject and the room the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the Show all teachers button for the class of your choice.



Announcements

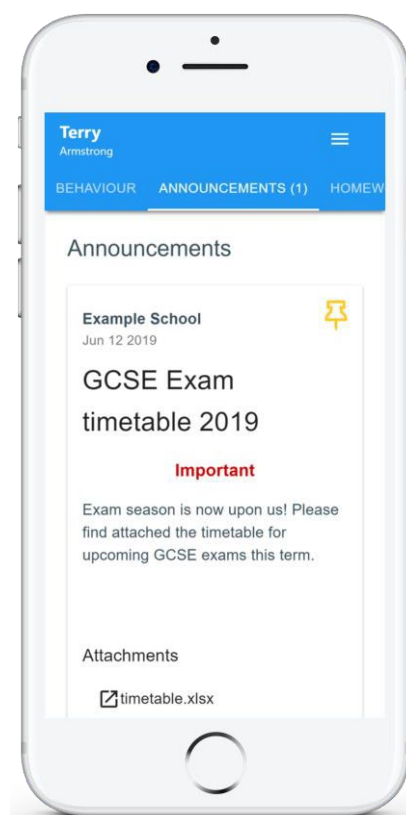
We will share Teacher and Academy announcements with you.

Selecting the Announcements tab will display a list of announcements that have been shared with you regarding your child.

Announcements with a pin icon will always stay at the top of the announcements list.

If you are viewing announcements from the main parent dashboard, click on the X icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual Announcements tab.



Some announcements may require your consent.

To confirm or deny your consent for an announcement, click on the Give consent and Do not consent buttons respectively.

Consent

GIVE CONSENT
DO NOT CONSENT

Comment

I give my consent for Terry to take part in this week's after school revision club.

SAVE COMMENT

Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

LOG IN SIGN UP

1. Select Log In from the main page and enter your email address and password into the fields provided.

Email address *

Your email address

Password *

Your password

2. Click on the Log in button to begin accessing your Class Charts parent account.

LOG IN

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.



Remember me

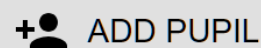
If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.

Forgot your password? [Click here to reset.](#)

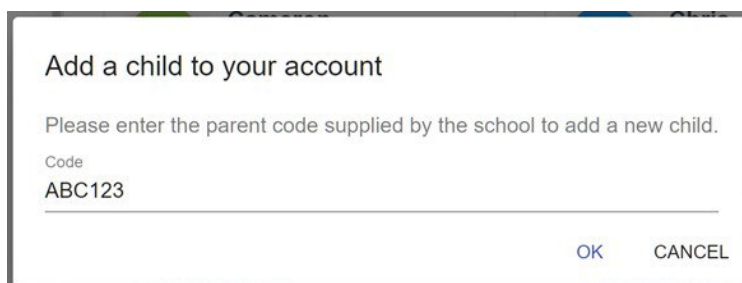
Adding additional pupils

Once you have set up your Class Charts parent account, you can add additional children to the same account. To add another child to your account, please follow the steps below:

1. Click on Add Pupil button in the left hand side navigation menu.

A grey rectangular button with a white plus sign and a person icon, followed by the text "ADD PUPIL".

2. Enter the Parent Access Code that was provided to you by your school.

A white dialog box with a black border. The title is "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a label "Code" followed by a text input field containing "ABC123". At the bottom right are "OK" and "CANCEL" buttons.

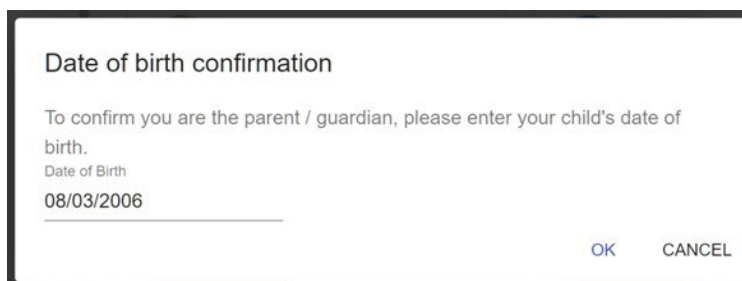
Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK CANCEL

3. Enter your child's date of birth when prompted.

A white dialog box with a black border. The title is "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a label "Date of Birth" followed by a text input field containing "08/03/2006". At the bottom right are "OK" and "CANCEL" buttons.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
08/03/2006

OK CANCEL

4. A confirmation message will appear and the child will be added to the left hand side navigation menu.

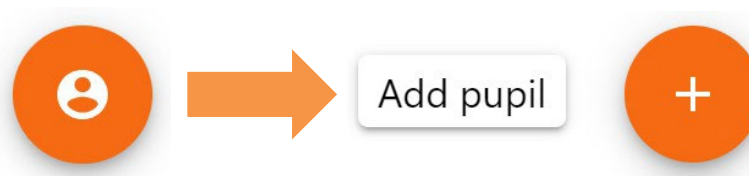
A green rounded rectangular box with a white checkmark icon and the text "You have successfully added a child."

✓ You have successfully added a child.

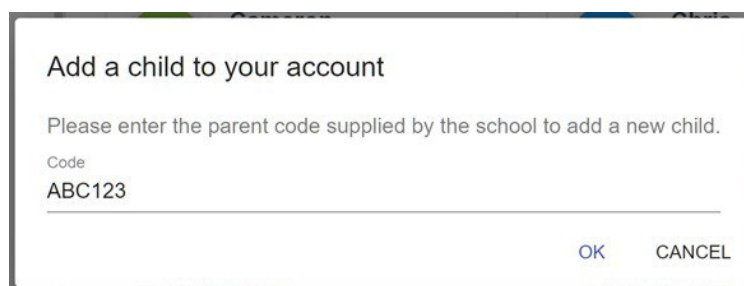
Adding additional pupils (app)

You are also able to add additional children through the Class Charts Parent app. To add another child to your account via the app, please follow the steps below:

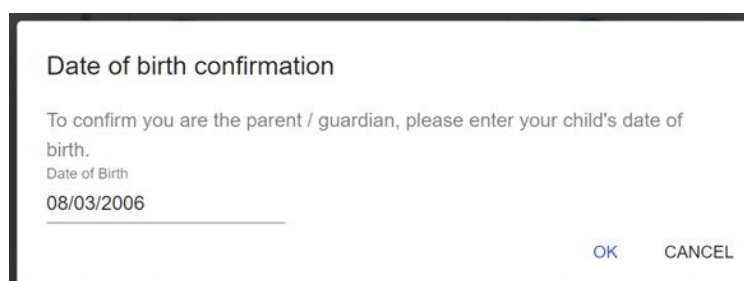
1. Click on the Pupil icon in the bottom right hand corner of the app and select Add pupil.



2. Enter the Parent Access Code that was provided to you by your school.

A screenshot of a mobile app dialog box titled "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a label "Code" followed by a text input field containing "ABC123". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

3. Enter your child's date of birth when prompted.

A screenshot of a mobile app dialog box titled "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a label "Date of Birth" followed by a text input field containing "08/03/2006". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A confirmation message will appear and the child will be added to the pupil icon popup.

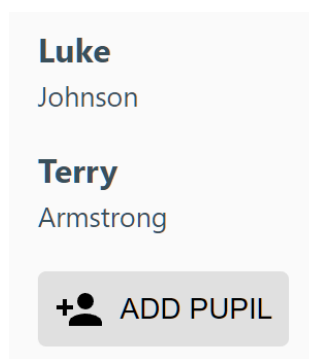


Switching between pupils

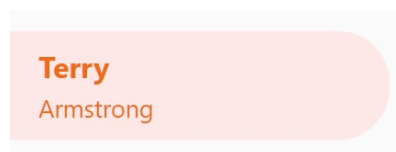
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

To switch between pupils on the desktop view, click on their name in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.



You can check to see which pupil is currently selected by looking for the orange tab highlighting their name in the left hand side menu.



To switch between children on the mobile app, click on the Pupil icon in the bottom right hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs.

