St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College

Mill Lane, Hebburn, Tyne and Wear, NE31 2ET

Telephone: 0191 428 2700

Email: Office@stjosephs.uk.net

Web: www.stjosephs.uk.net

Fax: 0191 428 4053

Headteacher: Mr P Mitchell

Chair of Local Governing Committee: Mrs G Kilgour

30 October 2022

Dear Parent / Guardian,

We recently started using Class Charts at St Joseph's Catholic Academy.

Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe this will support us in working more closely with parents and guardians. One of the key benefits of using Class Charts is that we are able to securely share your child(s) achievements with you and to keep you up to date in real-time.

Each child has a unique access code which we will issue to parents/guardians this week. Please watch out for this appearing in your email inbox.

Once you have been issued with a code, you will need to create an account and enter the code here: https://www.classcharts.com/parent/login (Links to the **Android** and **iOS** parent apps are also available from this page).

If you have more than one child in the school, you can enter additional codes directly into your created account.

Students can also have the Class Charts app on their phone to access the same information as parents. They will receive this information about this in school after the half term.

Information on how to access and use Class Charts is included below in this letter. To begin with we will share timetable, attendance and behaviour information with you. At a later date we may use other functions such as announcements. As this is new to our school, I apologise for any initial teething issues we may have.

Yours sincerely,

D McGuinness
Assistant Headteacher

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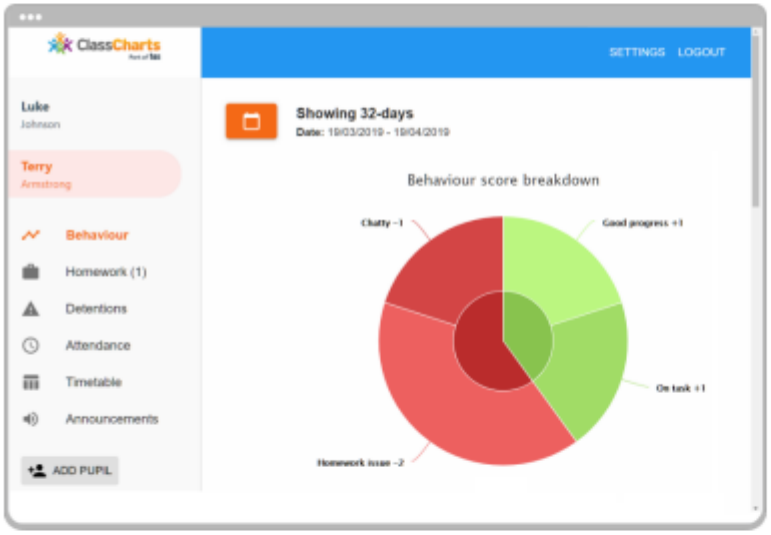
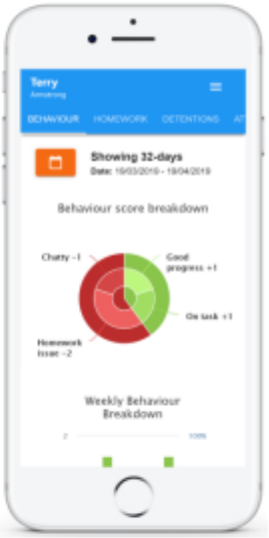
What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements from their school.

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 our website, or through our iOS and Android apps.





You should have received a Parent code from your school, 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

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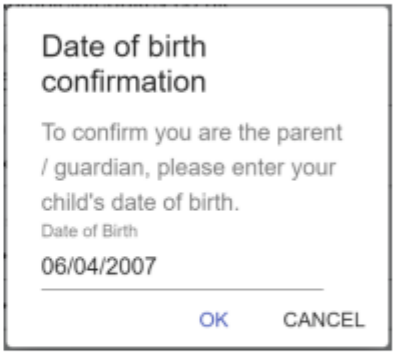
Signing up to Class Charts

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

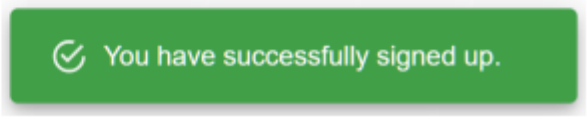
Please note: Your Access Code is not the same as your password. The access code is only needed for the initial sign up.

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

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



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



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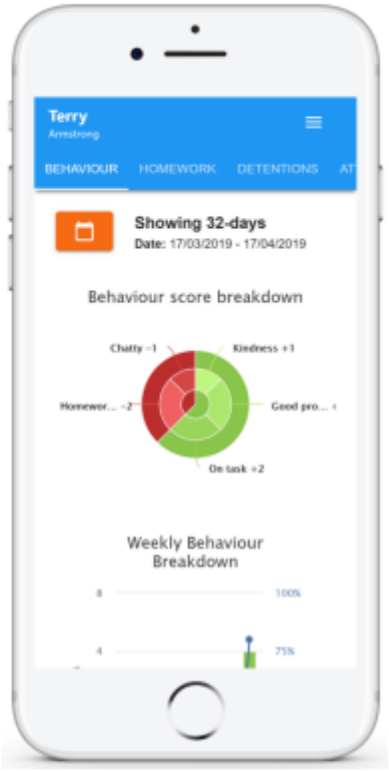
Behaviour

If your school has decided to share behaviour information with parents, you will see the Behaviour tab when viewing pupils from that school.

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.



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.

The level of detail within each behaviour award depends on the settings that your school has enabled.

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Detentions

If your school has decided to share detention information with parents, you will see the Detentions tab when viewing pupils from that school.

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

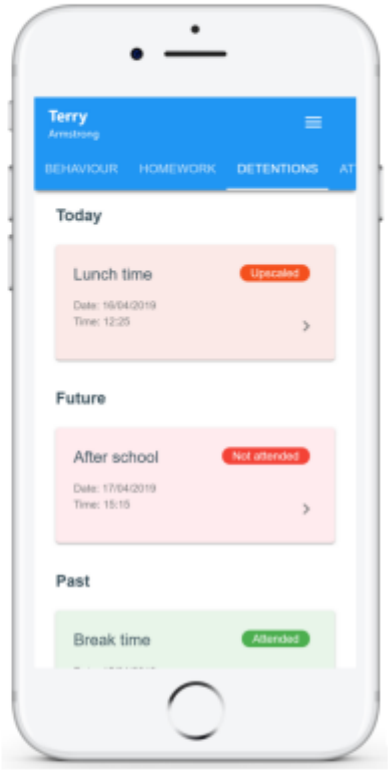
Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

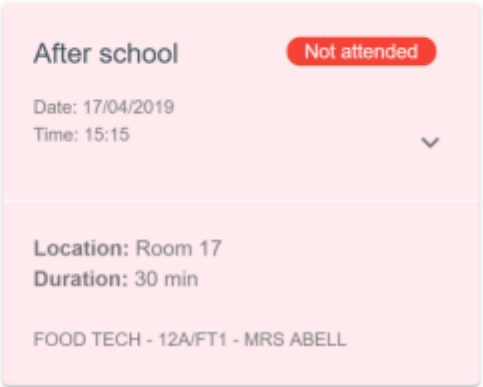
Pending: This detention has not been sat yet.

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.



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Attendance

If your school has decided to share attendance records with parents, you will see the Attendance tab when viewing pupils from that school.

Selecting this 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.

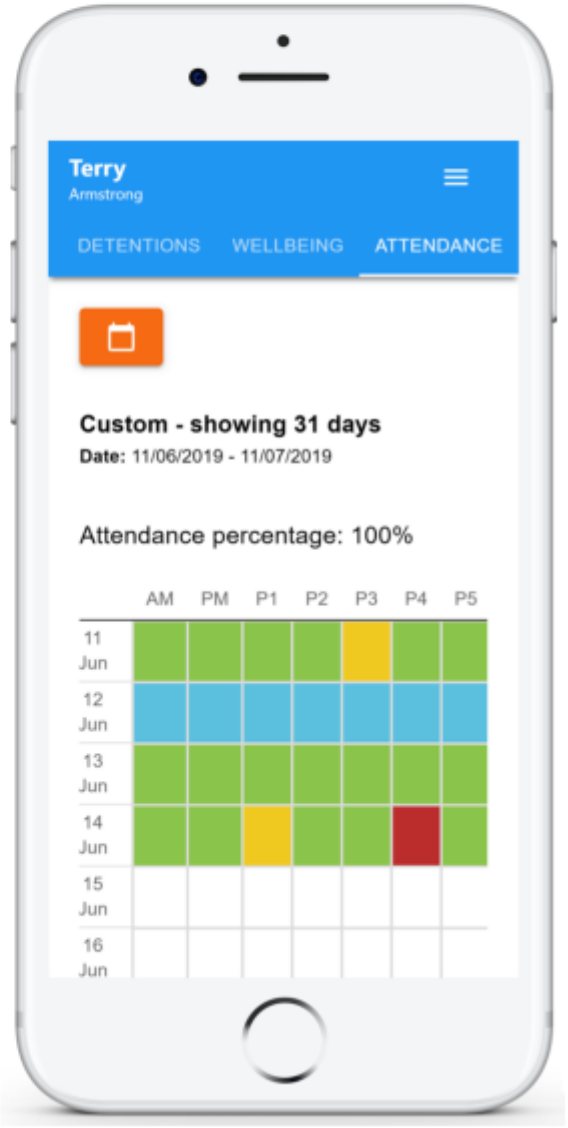
Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

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.



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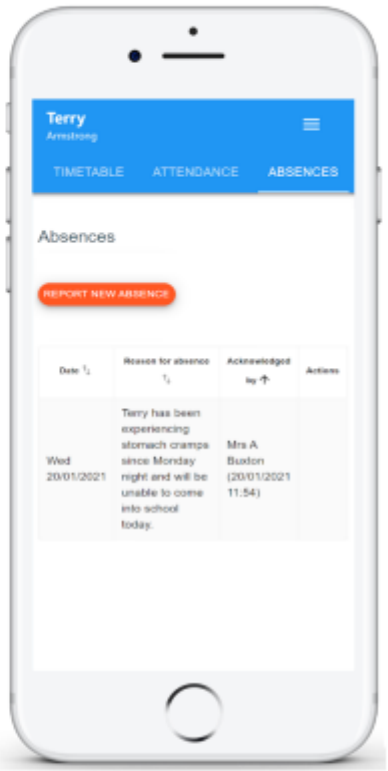
Absences

If your school has decided to allow parents to report absences, you will see the Absences tab when viewing pupils from that school.



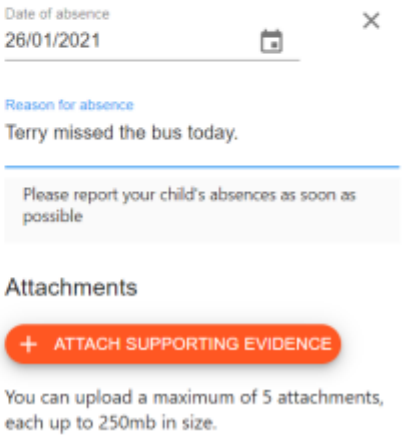
Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

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.



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Timetable

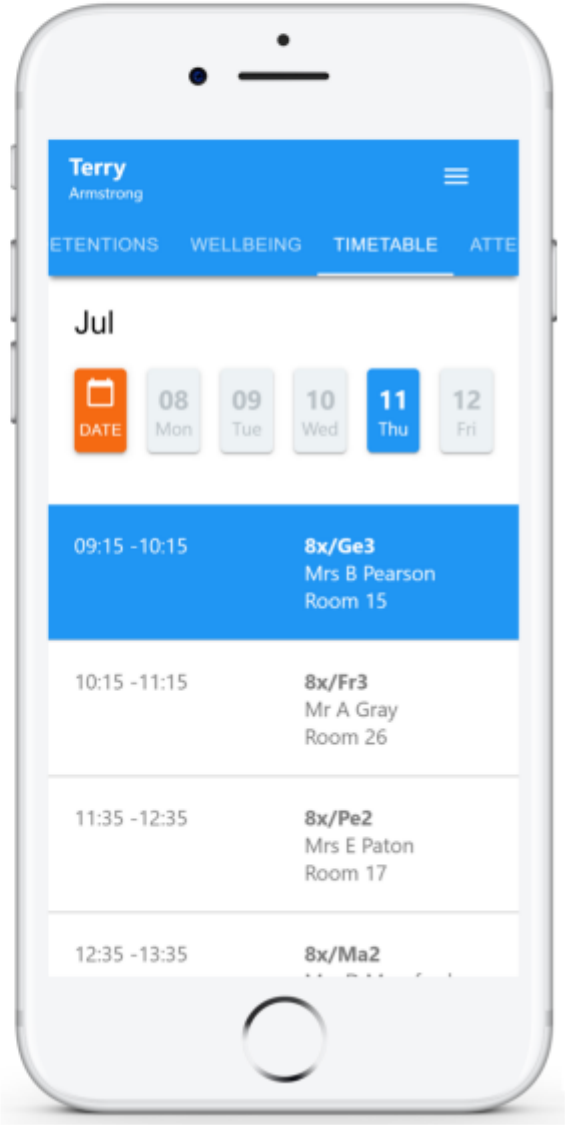
If your school has decided to share timetable data with parents, you will see the Timetable tab when viewing pupils from that school.

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.



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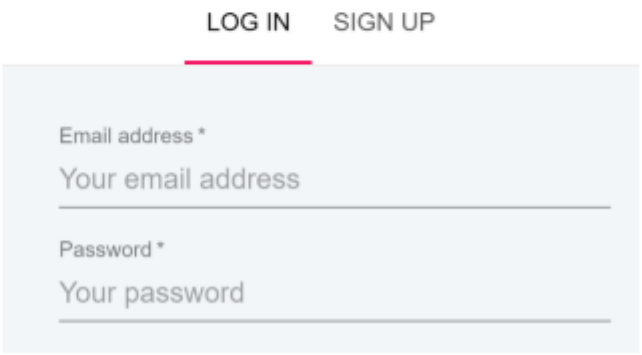
Logging in to Class Charts

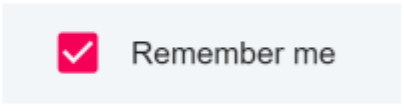
Once you have signed up to Class Charts, you can log back into your parent account at any time.

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

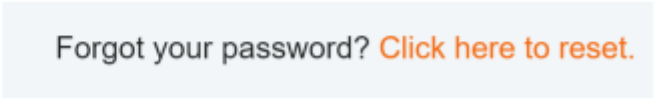


2. Click on the Log in button to begin accessing your Class Charts parent account.

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



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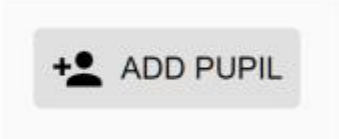
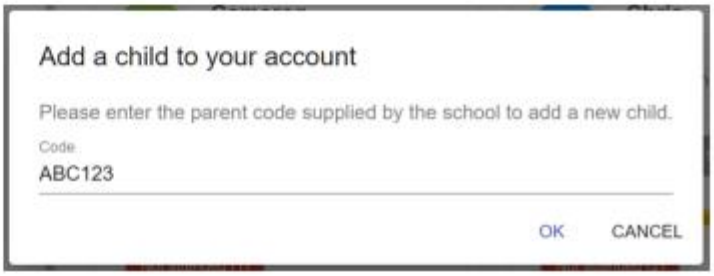
Adding additional pupils

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.

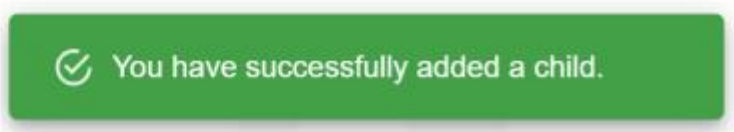


2. Enter the Parent Access Code that was provided to you by your school.



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

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



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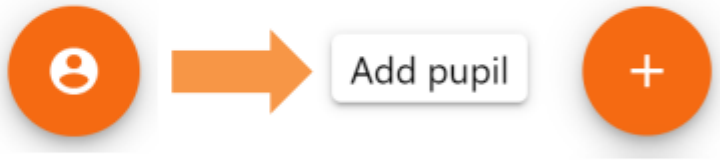
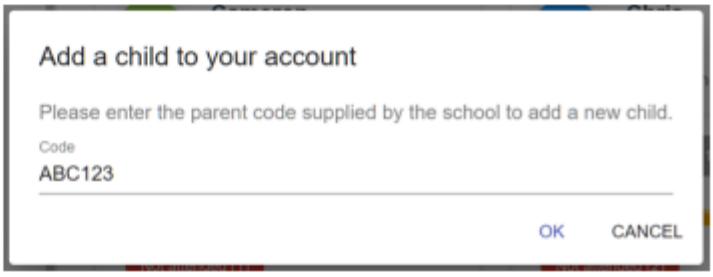
Adding additional pupils (app)

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.

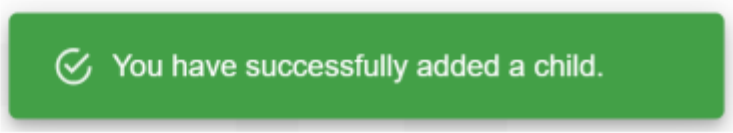


2. Enter the Parent Access Code that was provided to you by your school.



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

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



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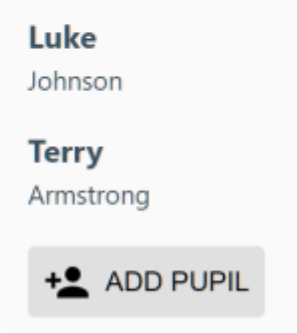
Switching between pupils

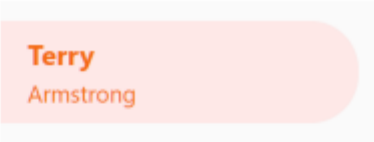
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

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.

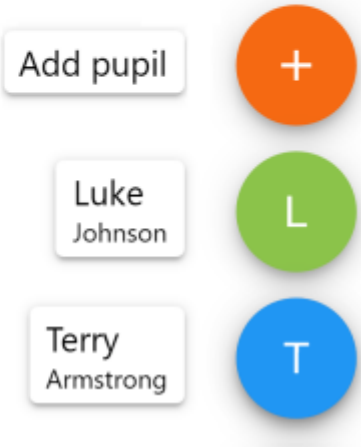


You can check to see which pupil is currently selected by looking for the orange tab highlighting their name in the left hand side menu.



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.



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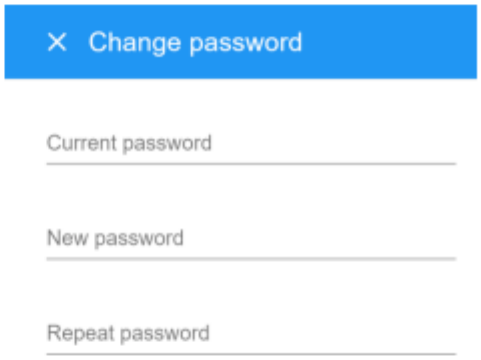
Account settings

If you're using the desktop view, you can access the account settings menu through the Settings button in the top right hand corner of the page.

If you're using the mobile app, these options can be accessed through the three lines menu in the top right hand corner.

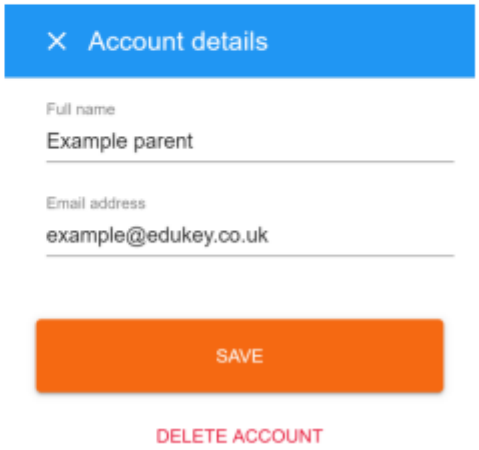
The Change password page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a lowercase letter, a number and a symbol.



The Account details page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on the Delete Account option to permanently delete it. Should you change your mind, you will need to sign up again using the parent code provided to you by your school.



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FAQs & Troubleshooting

"I don't have a parent code!"

Please contact your school and ask for a new parent code.

"I can't log in! "

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

"It says I don't have an account!"

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

"My password is incorrect!"

Please use the "Forgot your password" link to reset your password.

"I'm not seeing ___!"

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

"I would like to know more about your privacy policy"

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

https://www.edukey.co.uk/edukey-terms-conditions/