Class Charts for Parents/Carers

Class Charts allows you to monitor and track your **child's attitude to learning** on a lesson by lesson basis, view **attendance** records, access their weekly **timetable** and track scheduled **detentions**.

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** (www.classcharts.com/parent/login), or through **iOS** and **Android** apps.

Signing up to Class Charts

1.   Select Sign up from the main page and fill in the form provided.

Enter an email address
and then select '**I don't have an account yet**'

Enter your parent code into the **Access code** field
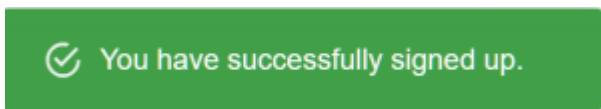(this will be in the email you have received).

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 **Log in** or **Sign-up** button below the form
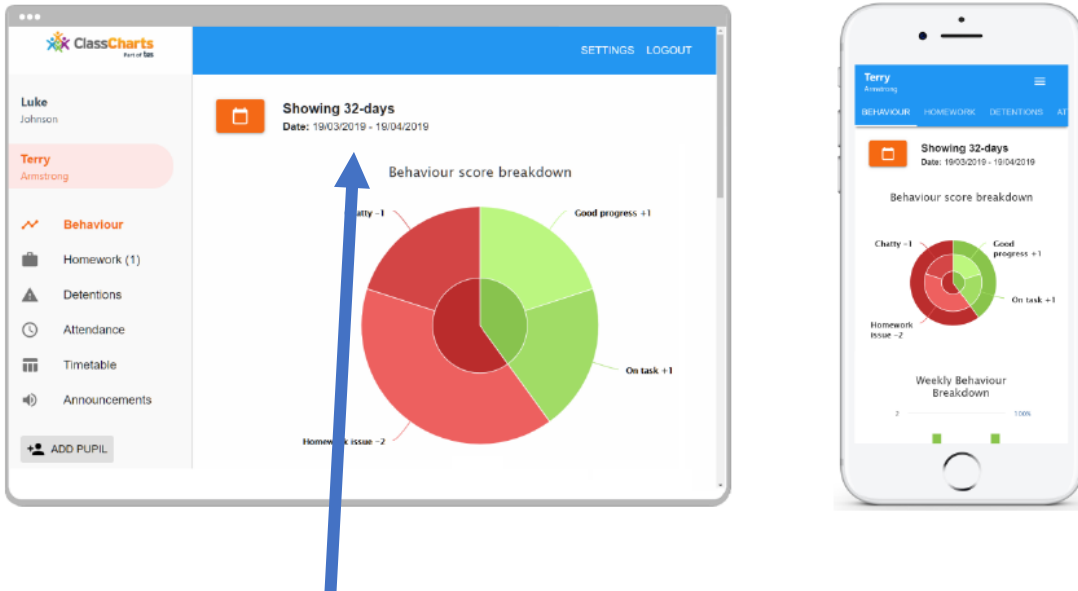

3.   Confirm the **student's date of birth** when prompted. Click on the **Date of Birth** field and use the date picker to enter the correct date.

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

Behaviour

Selecting this tab will display multiple graphs which represent an overview of your child's **achievement** and **behaviour** data within a timeframe. By default, the displayed date range is 31 days.

To view a different range of behaviour data, click on the **Calendar** icon to select from the available pre-sets 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.
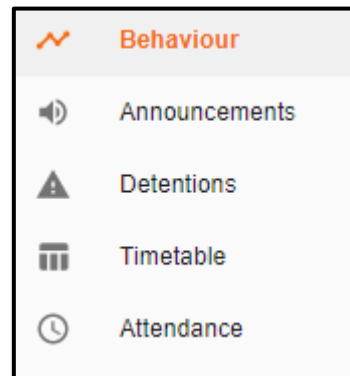
Other options

Apart from the **Behaviour** tab, there are other features within the site/app.

Announcements - this will be used in the near future to communicate notices/reminders to students and parents/carers.

Detentions - this tab shows and future/past detentions that have been set (these will also appear in the activity feed on the main page) – see below

Timetable - here you will find a copy of your child's timetable

Attendance - here you will see a summary of your child's attendance

Detentions

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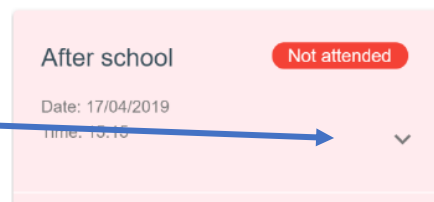**Attended**, **Not attended**, **Pending** and **Upscaled**.

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 – this is usually as the child has not attended the original detention.

On the app, 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**.

If a detention is issued then you will also receive an email notifying you of this.

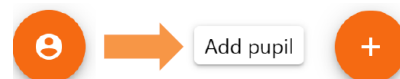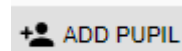## Adding additional students

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:

Website: Click on **Add Pupil** button in the left-hand side navigation menu.
App: Click on the **Pupil** icon in the bottom right hand corner of the app and select **Add pupil**

Queries

If you have a question regarding an achievement or behaviour incident that has been issued then please contact the member of staff who issued this directly.

Details of staff email addresses are available here: www.woottonupper.co.uk/learning2020.

If you have a question regarding the use of Class Charts then please email classcharts@wootton.beds.sch.uk.