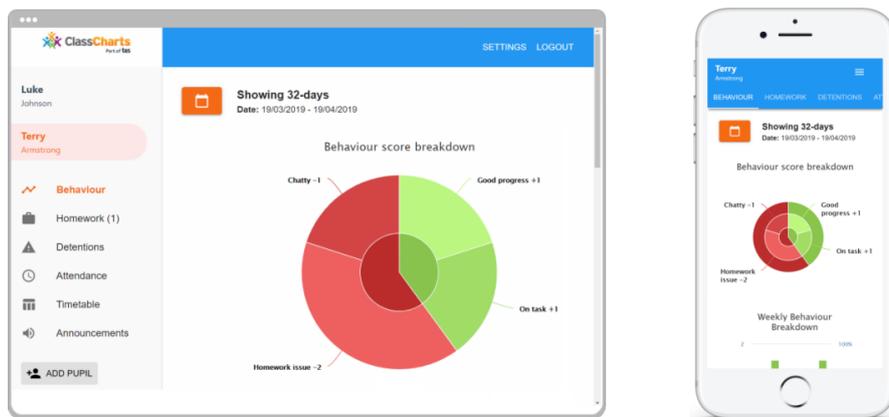




From September 2022, we as a school community, will be using ClassCharts to share children's behaviour, attendance records, timetables, homework, detentions and announcements. As the academic year progresses, we will be using ClassCharts as a primary source of communication with parents.

ClassCharts for parents can be accessed via the ClassCharts website, or through the IOS and Android App store.



In due course, you will receive a Parent Code which will look similar to the example below. This code is used to set up your Parent Account.



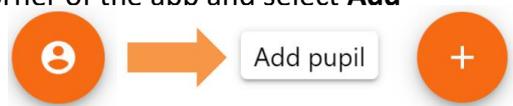
Signing up to ClassCharts

1. Select **Sign up** from the main page and fill in the form provided. Enter your parent code into the **Access code** field. (This is not your password)
2. Click **Sign up**
3. Confirm the Pupil's date of Birth when prompted.
4. You are now signed up to ClassCharts.

A screenshot of the sign-up form in the ClassCharts app. At the top, there are "LOG IN" and "SIGN UP" buttons. The form fields include: "Email address" with the example "example@edukey.co.uk", "Access code (provided by school)" with the example "ABC123", "Name" with the example "Example parent", "Password" with masked characters "*****", and "Retype password" with masked characters "*****".

Adding additional pupils via the app

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.
3. Enter your child's date of birth.
4. Your child has now been added.

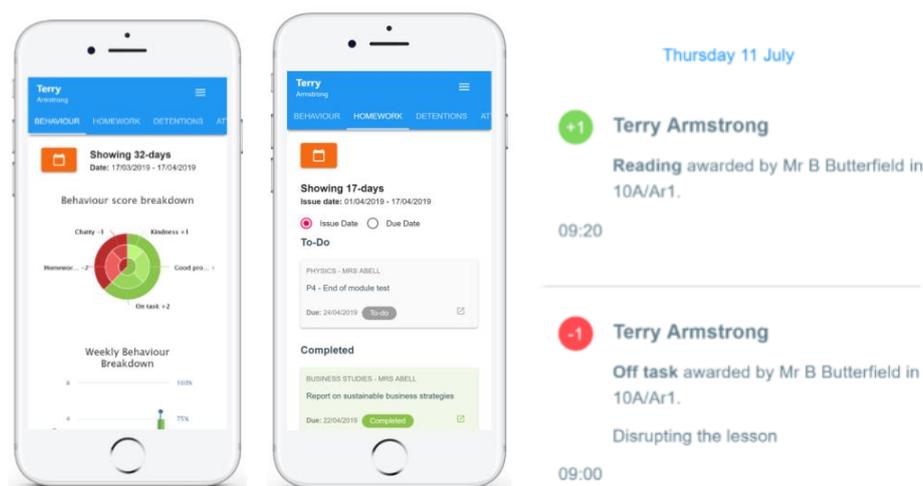


Switching between pupils

To switch between pupils on the mobile app, click on the pupil icon in the bottom right corner of the app and select the child you wish to view.

Their individual pupil dashboard will open allowing you to view all of their details.

Main Features



From the main screen, you will be able to:

- View Homework tasks that individual teachers including the due and issue date.
- Display multiple behaviour graphs which represents an overview of your child's achievements and behaviours over a customisable timeframe.
- Beneath the graphs, you will find a list of behaviour activities relating to your child. Information including: The type of behaviour, when it was awarded, who awarded it, the lesson the behaviour was awarded in and how many points the award is worth. There may also be notes to give more information about that behaviour.
- View Detention information including, date and time of the detention, the location and who the detention is for. The attendance for the DT is also recorded.
- View attendance information including your child's current attendance %.
- View their timetable including subject, room, time and teacher.

More information and 'How-to' guides will be shared with the school community in the near future. Please contact Mr Godfrey (ClassChart co-ordinator) if you have any questions:

godfrey-michael@mayfield.portsmouth.sch.uk.