

Class Charts App for parents



Parent Code = Essential

In order to use the Class Charts app, you will need a parent access code.

Over the next few weeks, Tutors will be contacting every parent to check that they have:

- a) accessed Class Charts and
- b) they have their code.

If you do not have this, or your Class Charts account is locked, or not letting you login, please contact your child's tutor and they will send the access code to you.

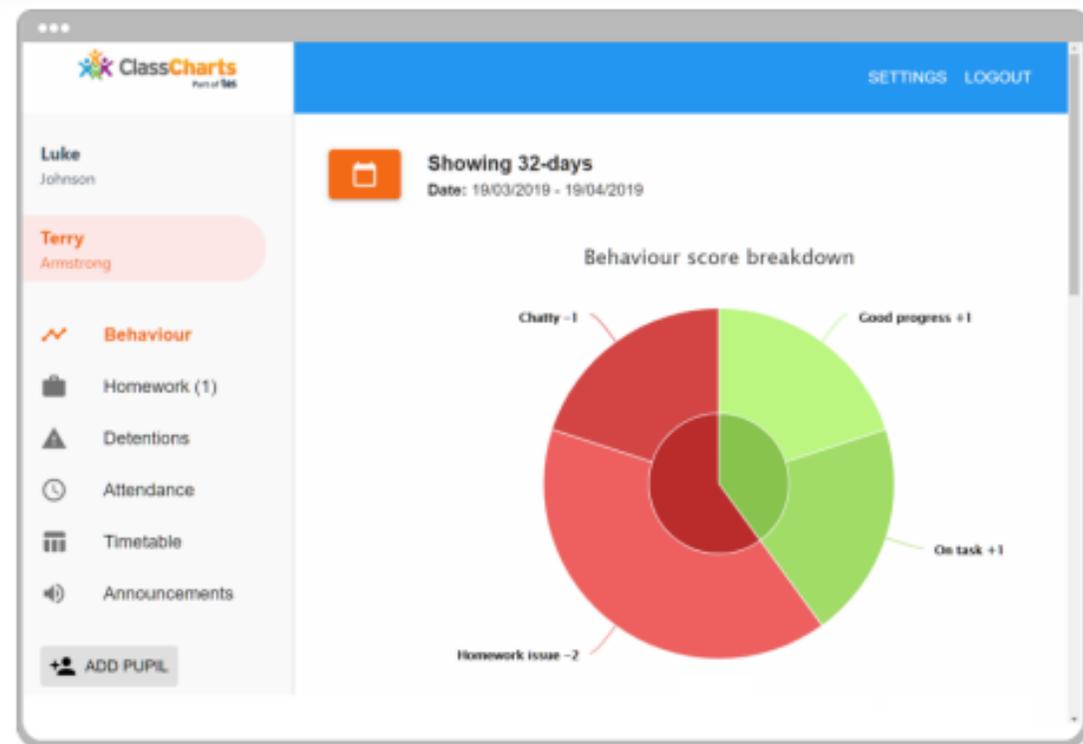
ABC123

What is Class Charts?

Class Charts is the main form of communication that Test Valley use to communicate regularly with parents & carers.

For this communication to be effective, parents need to download the app, or access the website (more time-consuming method) on a regular basis. Every day they can view their child's:

- ▶ Attendance & punctuality
- ▶ Achievements, both positive & negative
- ▶ Homework set
- ▶ Report absence



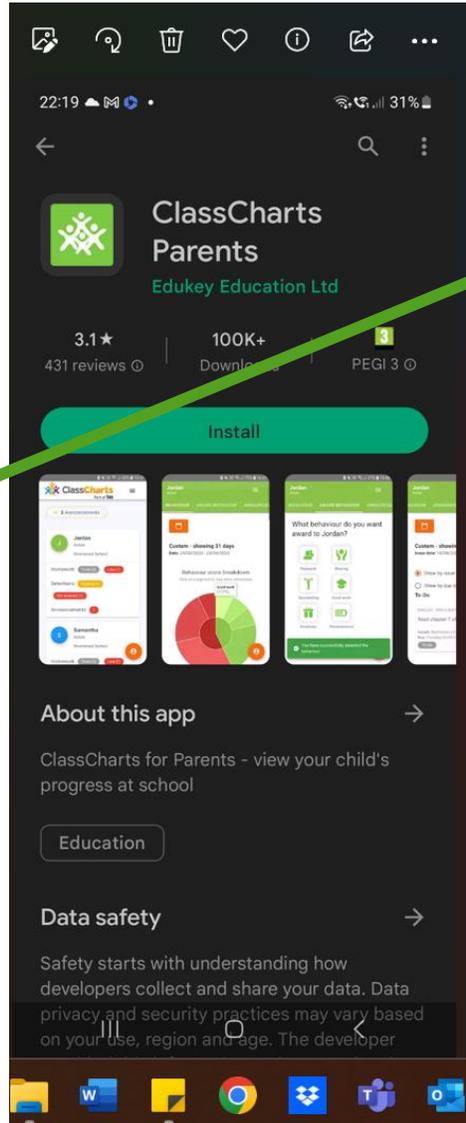
Increasing Parent engagement with Class Charts

Go to *Apple App Store* or *Google Play*, or wherever you download your apps and search for **Class Charts Parents**

Look for these symbols:

Install the app

Android icon:



Apple icon:



Logging in for the first time:

Click on *Sign up*



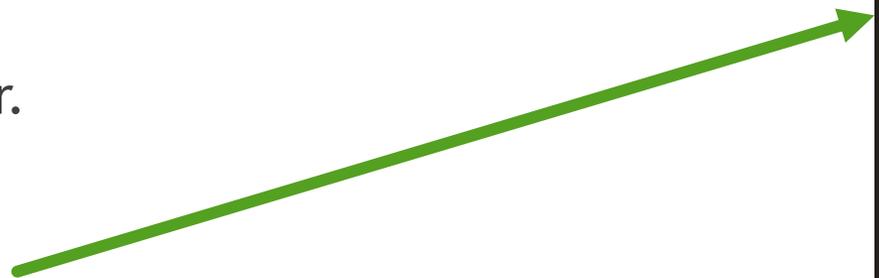
You will need to fill in your email address - the same email that the school has on your child's records.



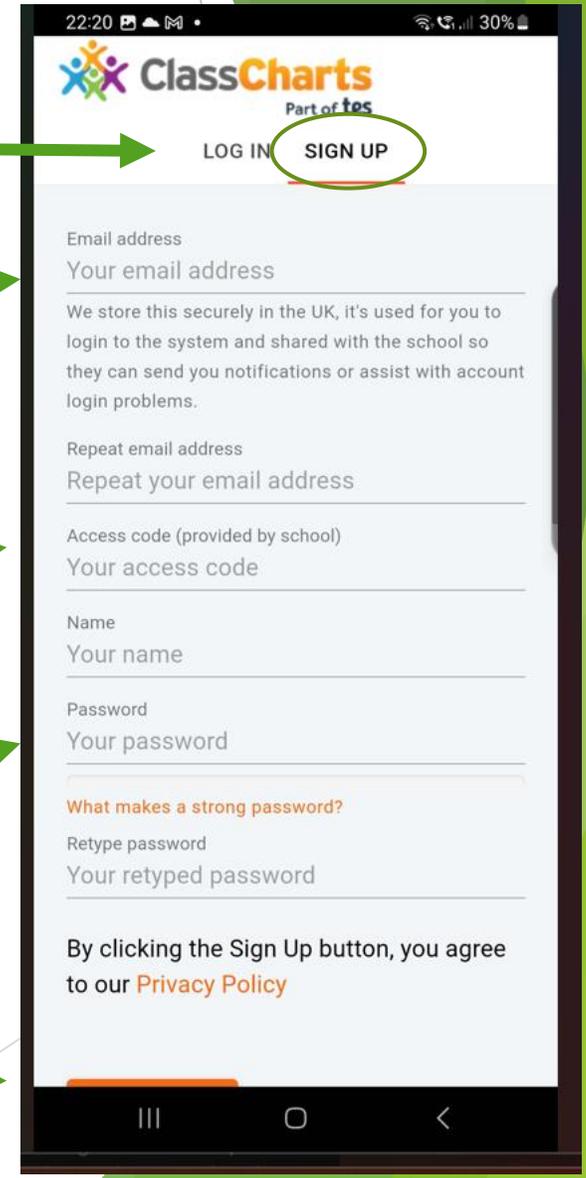
Insert the access code that you have been given from school. If you do not have one of these, please contact your child's tutor.



Create a memorable password.



Then...



Logging in for the first time:

Now confirm your child's date of birth.



Date of birth confirmation

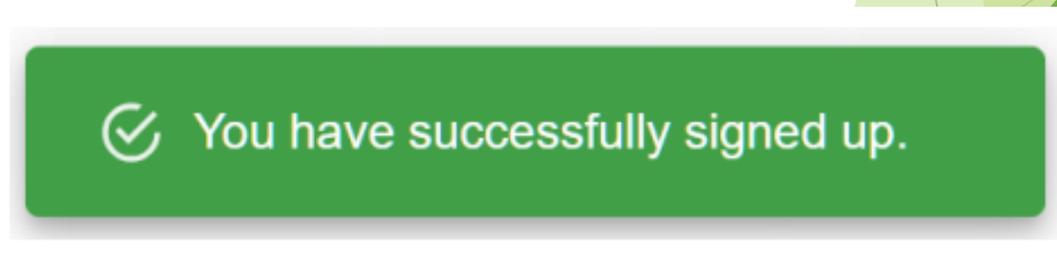
To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth

06/04/2007

OK CANCEL

The following banner will pop up.



SUCCESS!

Once signed in, you can select a number of different things to help you see how your child's day has been.

ClassCharts CLASSES ACTIVITY PUPILS ANALYTICS HOMEWORK CALEN

Announcements

School announcement for Whole School (Parents)

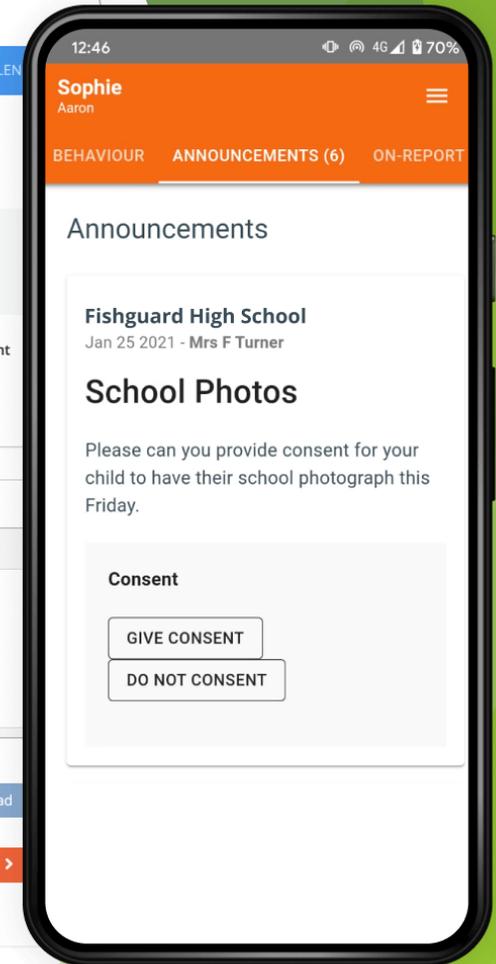
Expiry Date * 29/1/2021 Pinned Priority pinned Requires Consent

Title * School Photos

Description *
B I U **X' X,** 14 **A** **☰ ☲ ☱**

Please can you provide consent for your child to have their school photograph this Friday.

Upload files
 No file chosen
(256MB) limit

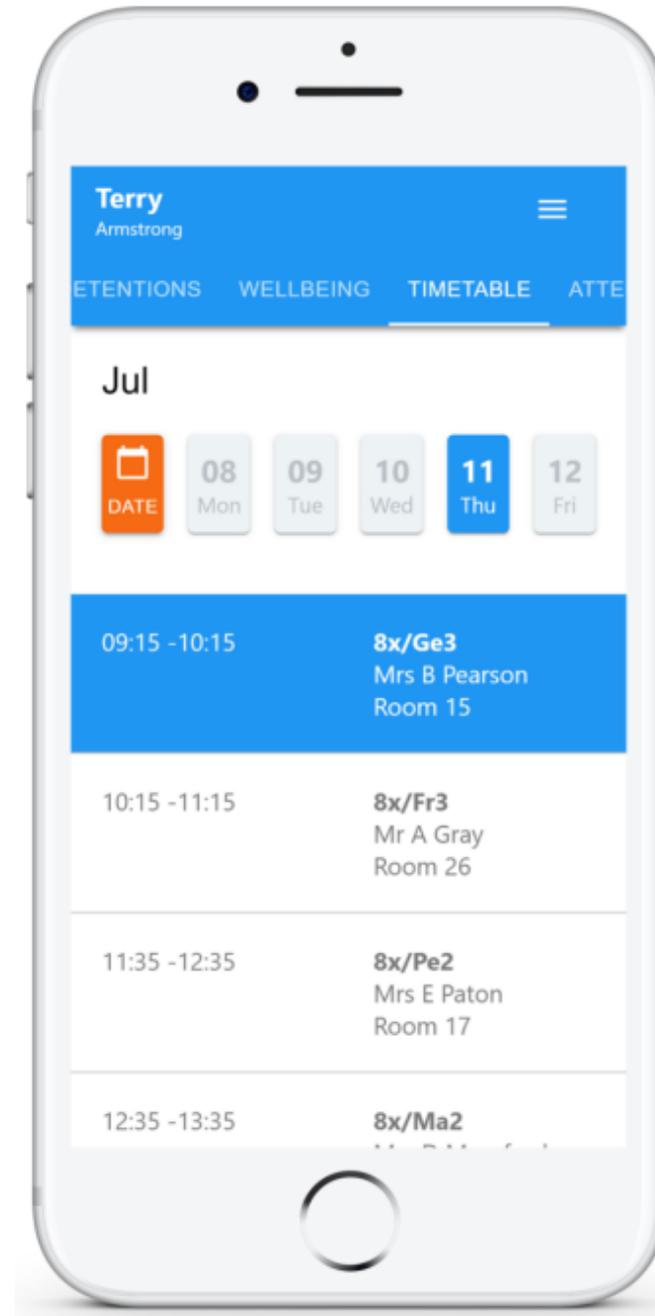


Timetable:

Select the timetable tab to see your child's timetable. This will tell you the day, date, time of lesson, subject, Teacher's name and classroom.

The **current lesson** will be highlighted in blue.

To view a different day, click on the date at the top of the screen.



Behaviour:

Select the behaviour tab to view how well your child is doing each day.

Several graphs are available which let you know instantly the **positive achievement points** and **negative behaviour points** awarded each day, in each lesson.

By clicking on the **orange calendar** at the top of the screen you can alter the date range to when you are particularly looking for.

If you scroll down the page, below the graphs, you will see brief descriptions and notes entered from the teachers linked to the points given.



Attendance:

By selecting attendance, you can see an overview of your child's attendance. You can select the date you want to look at by clicking on the **orange calendar** button.

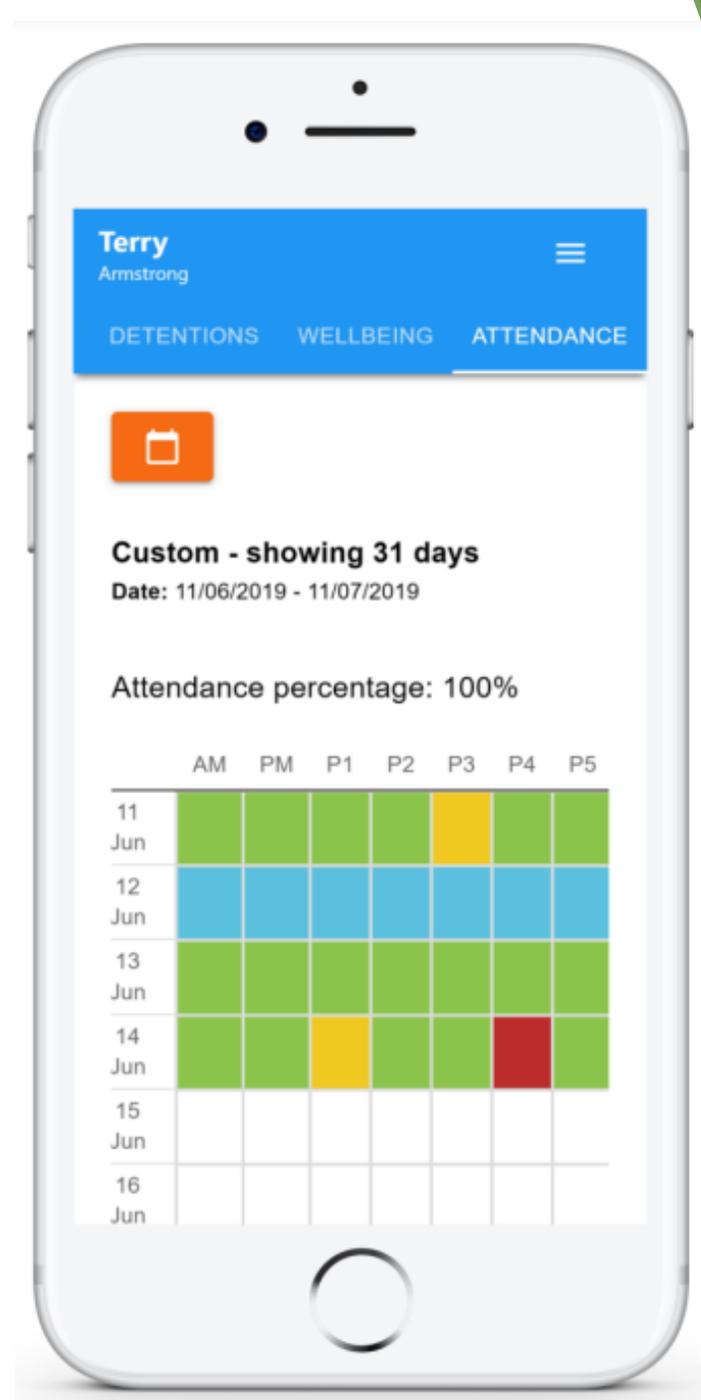
The dates are colour-coded to identify the category:

Green present

Amber late to the lesson

Blue authorised absence

Red unauthorised absence



Homework:

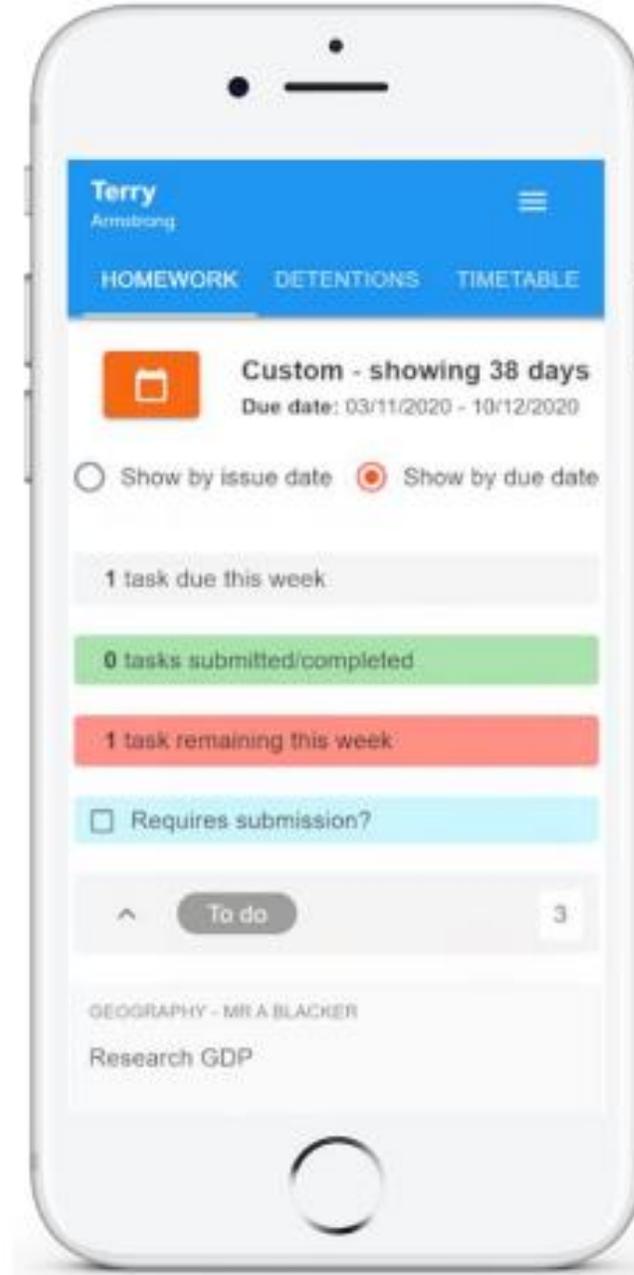
The homework tab enables you to view all the work that has been set for your child.

A list of tasks will be shown which have been assigned to your child.

By clicking on the **orange calendar** you can select the date range you would like to view.

To display tasks in the order they were set, click on **issue date** at the top of the screen.

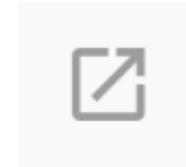
To display tasks in the order they should be handed in, click on the **issue date** tab.



Homework:

To view a homework task in more detail, click on the [expand icon](#) in the bottom right hand corner of the homework tile.

A popup will appear that contains a [description](#) of the homework task, [the estimated completion time](#) and any [links of documents or attachments](#) that have been included to help.



Test Valley SCHOOL
"In Pursuit of Personal Excellence"

To do ×

Research GDP
GEOGRAPHY - 8F/GG - MR A BLACKER

Type: Blended Learning
Issue date: Monday 09/11/2020
Due date: Wednesday 11/11/2020
Estimated completion time: 1 hours

Please write a short paragraph on what GDP is and how it is used.

Detentions:

Test Valley share the detentions that we set with parents via Class Charts.

By selecting the detentions tab, you can see a list of detentions that have been set for your child.

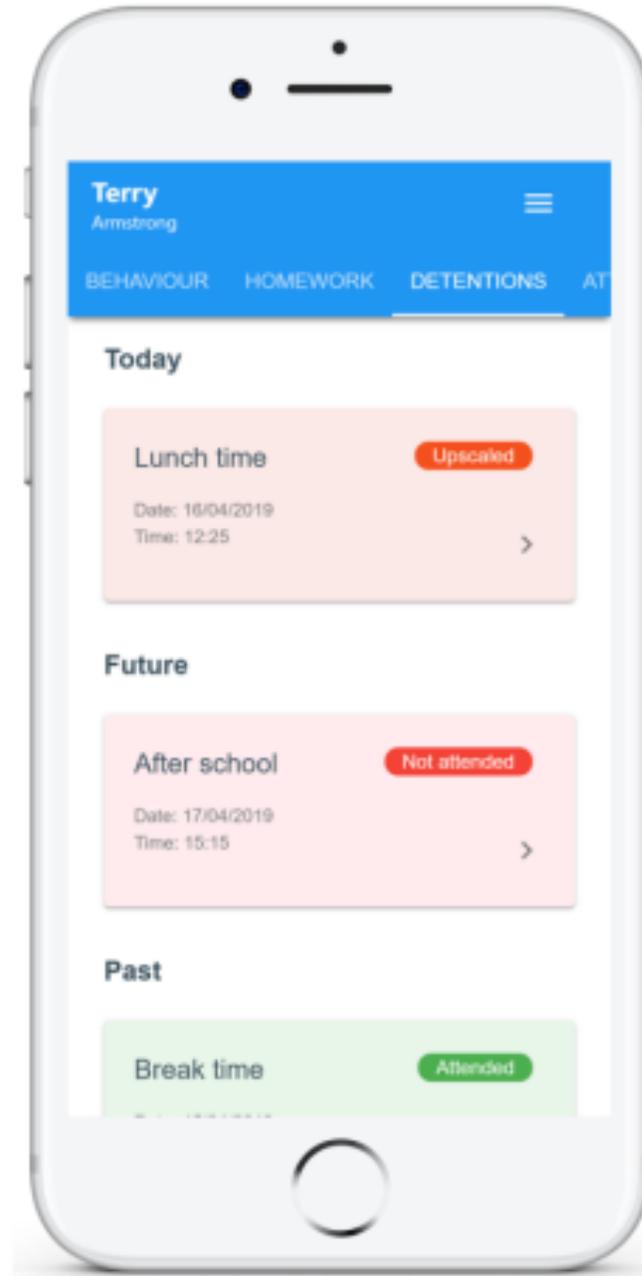
These will be:

Attended: your child has been to their detention

Not attended: your child missed their detention

Pending: the detention is yet to be attended

Upscaled: your child did not attend and so the detention has been escalated to the next level of sanction

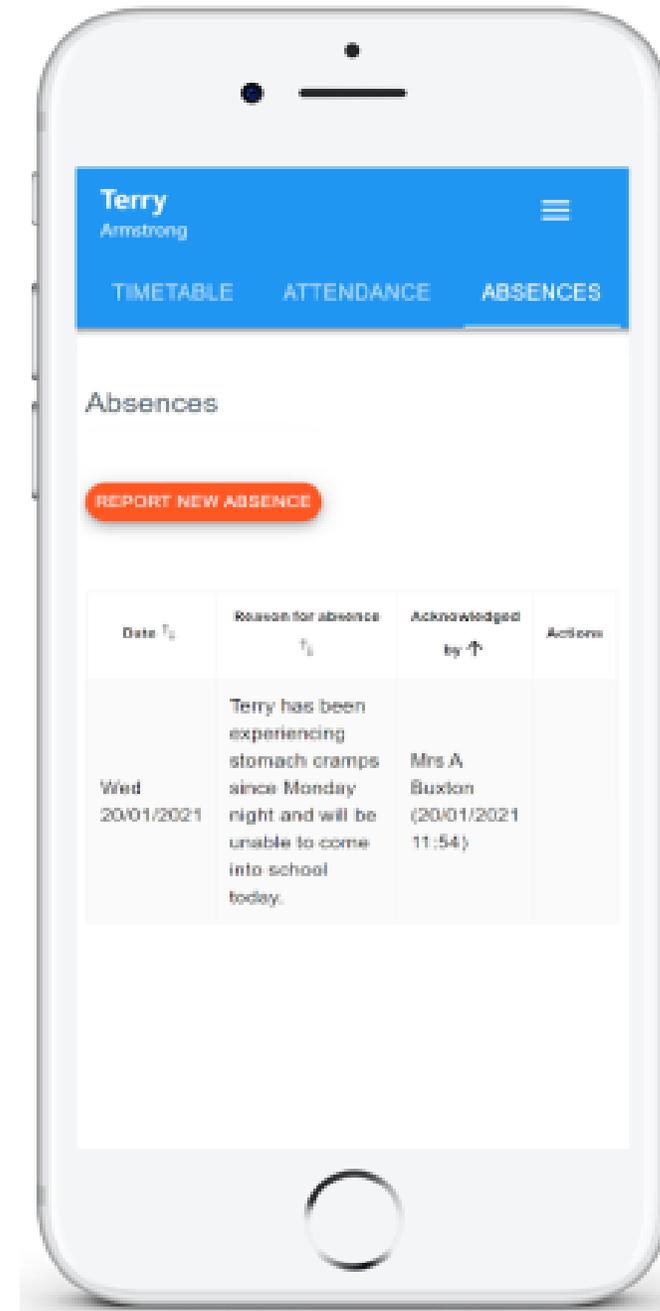


Reporting Absences:

By using the [Absences](#) tab, parents can alert the school that their child is absent that day, instead of phoning in.

To report a new absence, click on the [Report new absence](#) button. Enter the information is asks you to: date and reason; you can also upload any supporting evidence you may need to, like a medical letter

Below this button, you will see a record of previously reported absences.



The importance of the role of the tutor.

Your child's Tutor is their main contact within school. As far as possible they will stay with the tutor group throughout their five years at Test Valley.

If you need to contact the school, please go to the Tutor in the first instance.

Tutors will be checking Class Charts on a weekly basis, specifically looking at:

- ▶ Attendance
- ▶ Achievement points
- ▶ Equipment & Uniform
- ▶ Punctuality