



much more than just a school



5 July 2022

Dear Parent/Carer of

We are moving to a new communications system for parents and students: Class Charts. This system will replace Insight.

Class Charts comes with both a parent and student app. Within these apps you will be able to track attendance, behaviour, rewards, homework, and detentions. The app is available through the relevant app stores for your mobile devices. We will supply all parents with a unique code to enable you to sign up for the app.

Detailed instructions on how to download and set up the Class Charts app are included with this letter, along with your unique sign-up code.

Please download the app and sign up using the information provided as soon as you are able. If you ensure that the notifications for the app are turned on, this will allow Class Charts to notify you of any event linked to your child, be it attendance, behaviour, homework, or school announcements.

Your unique access code is:

Yours sincerely

Jamie Bryce
Deputy Head of School



Success for All through Attainment, Resilience and Autonomy

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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.

LOG IN **SIGN UP**

Email address
example@edukey.co.uk

Access code (provided by school)
ABC123

Name
Example parent

Password

Retype password

2. Click on the [Sign up](#) button below the form.

SIGN UP

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.

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

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

✔ You have successfully signed up.

Announcements

If your school has decided to share announcements with parents, you will see the [Announcements](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [announcements](#) that have been shared with you regarding the selected pupil.

Announcements with a [pin](#) icon will always stay at the top of the announcements list.

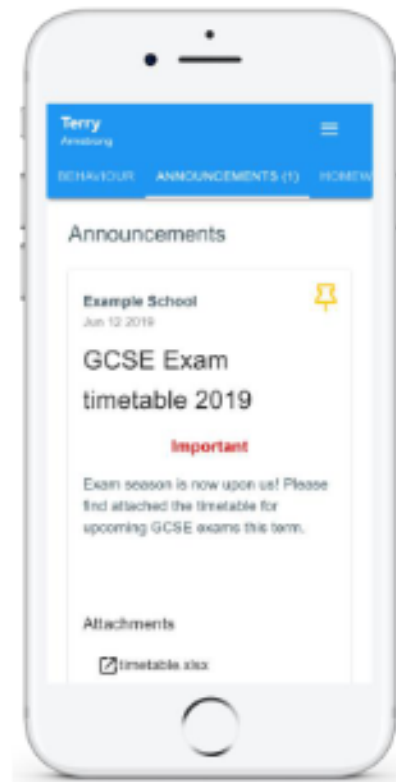
If you are viewing announcements from the main parent dashboard, click on the [X](#) icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual [Announcements](#) tab.

Depending on your school's setup, you may receive announcements that require your [consent](#).

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

You can also leave a [comment](#) regarding your consent. Enter the comment of your choice and click on the [Save comment](#) button.



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](#)