



ClassCharts:

A Guide for Parents and Carers



ClassCharts

April 2023

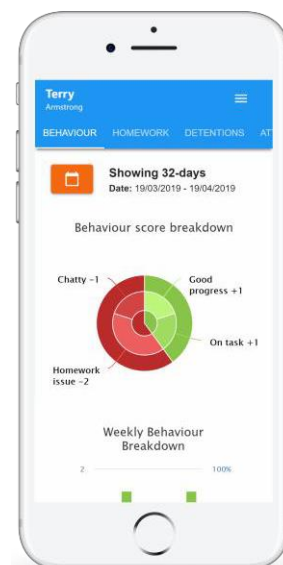
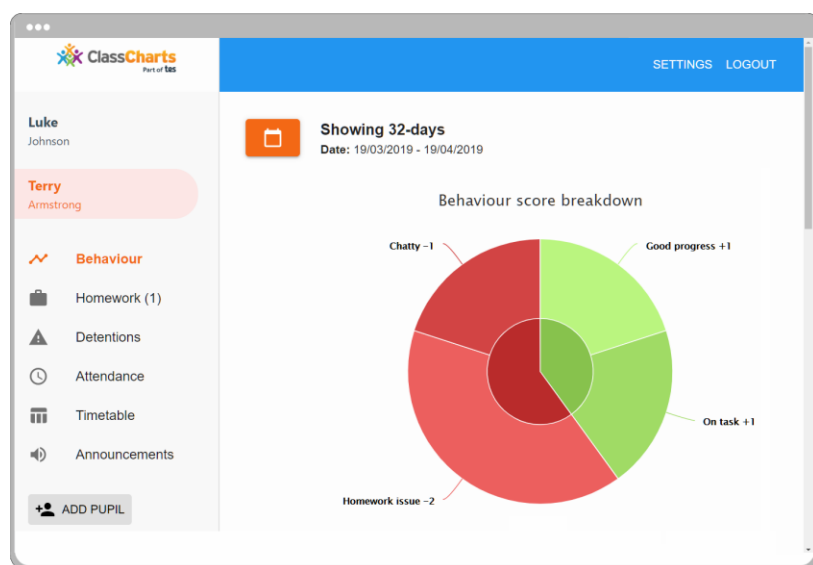
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What is Class Charts for parents?

You can use Class Charts to track the achievement (Forge points), behaviour (consequences), and attendance as well as viewing their timetable. You can also view announcements from our 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 through the Class Charts website www.classcharts.com, an [iOS](#) or [Android](#) apps.



You will receive a [Parent code](#) from us, which will look similar to the example code shown on the right. You will receive this via email but can get this updated at a parents evening or via the post.

This code is used to set up your [Class Charts parent account](#), which is covered on the next page.

ABC123

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.

LOG IN SIGN UP

Email address
example@edukey.co.uk

Access code (provided by school)
ABC123

Name
Example parent

Password
••••••

Retype password
••••••

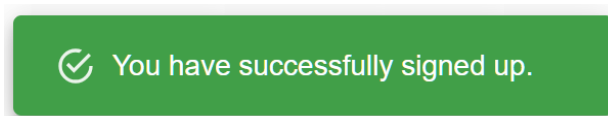


Date of birth confirmation

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

Date of Birth
06/04/2007

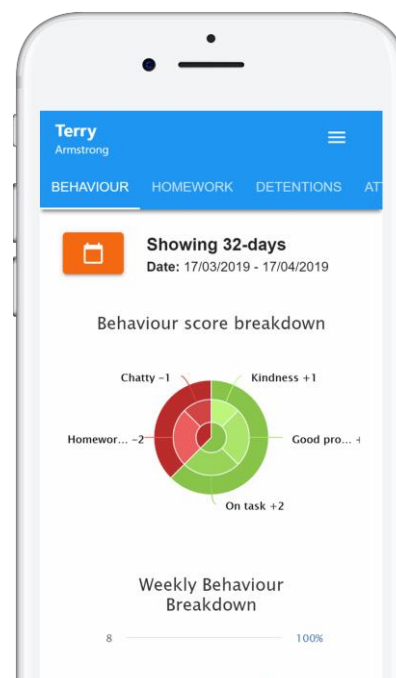
OK CANCEL



You will see the [Behaviour](#) tab.

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.



Behaviour: Positive ('Forge points') and negative ('consequences' B1, B2 etc.)

Below these graphs you will 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.

At Ormiston Forge Academy, pupils receive positive recognition points for doing something 'over and above' our basic expectations. Points are awarded for **acts of Respect, Aspiration and Resilience**.

Pupils can also receive points for attendance, for subject specific praise and if they are nominated by the Pastoral or Senior Leadership Team (SLT).

Pupils can also receive negative consequence points for making poor choices and breaching our code of conduct. Pupils receive a verbal warning first and if their behaviour persists then further consequences are issued.

The system is simple and well-understood and all pupils and staff have had training.

Positive and negative points indicate what the point awarded was for, when and by which member of staff.

Thursday 11 July	
+1	Terry Armstrong Reading awarded by Mr B Butterfield in 10A/Ar1.
-1	Terry Armstrong Off task awarded by Mr B Butterfield in 10A/Ar1. Disrupting the lesson
09:00	

Attendance

You can see the attendance record for your son/daughter by looking at the [Attendance](#) tab

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.

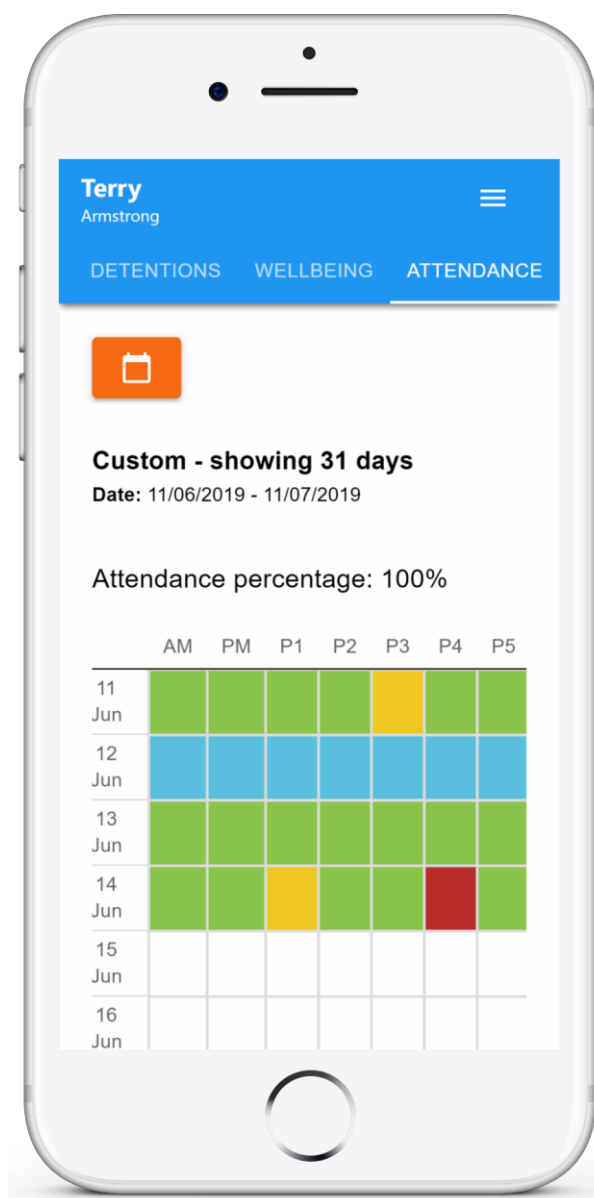
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

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.



Timetable

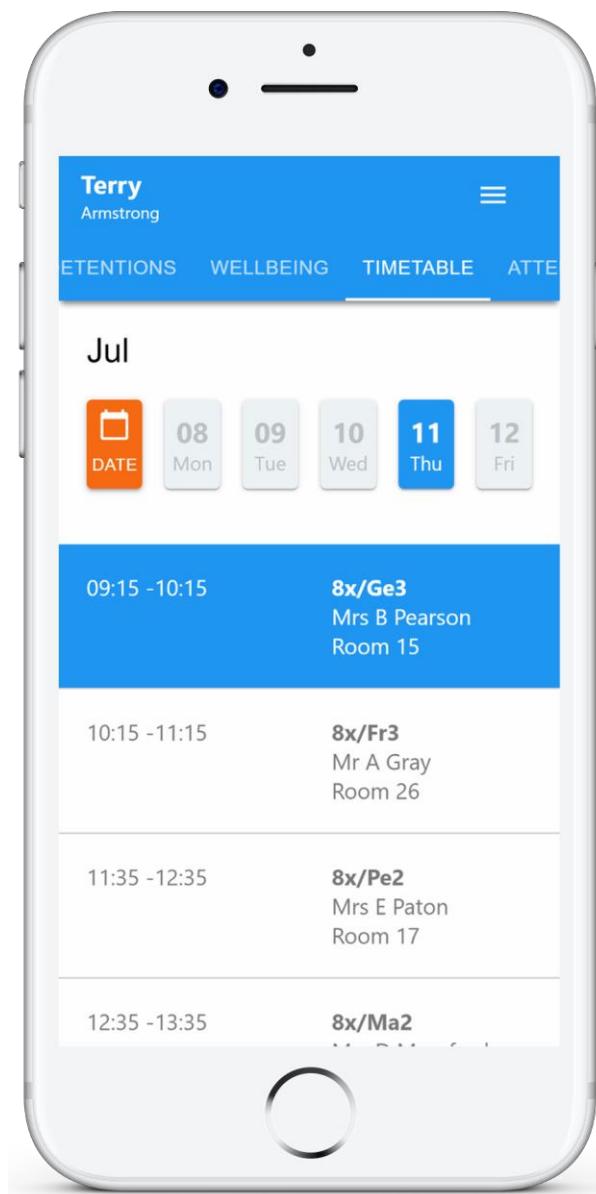
You can also view the timetable for your child using the [Timetable](#) tab.

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.



School Announcements

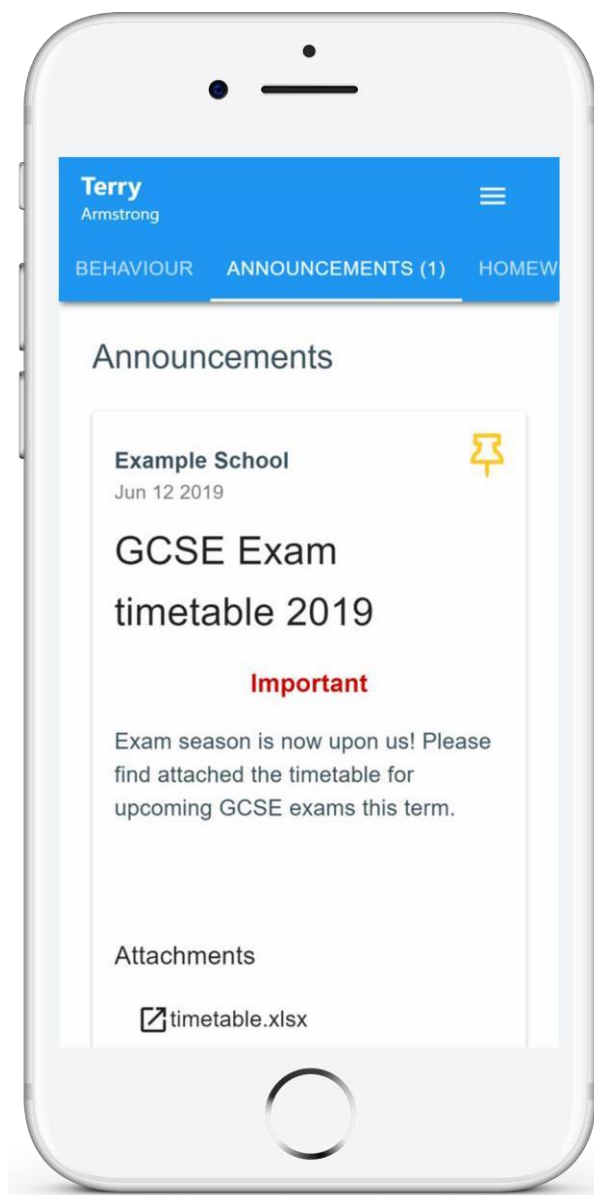
We will use Class Charts to share announcements with parents and carers and these will appear on the [Announcements](#) tab.

Clicking on this option 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.



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

Logging in to Class Charts

LOG IN SIGN UP

1. Select [Log In](#) from the main page and enter your [email address](#) and [password](#) into the fields provided.

Email address *

Your email address

Password *

Your password

2. Click on the [Log in](#) button to begin accessing your Class Charts [parent account](#).

LOG IN

If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled [Remember me](#).



Remember me

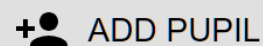
If you have forgotten your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

Forgot your password? [Click here to reset.](#)

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.

A grey rectangular button with rounded corners. On the left, there is a black icon of a person with a plus sign. To the right of the icon, the text "ADD PUPIL" is written in black, uppercase letters.

2. Enter [the Parent Access Code](#) that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code

ABC123

OK

CANCEL

3. **Enter your child's** [date of birth](#) when prompted.

Date of birth confirmation

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

Date of Birth

08/03/2006

OK

CANCEL

4. A [confirmation message](#) will appear and the child will be added to the left-hand side navigation menu.

A green rectangular message box with rounded corners. On the left, there is a white checkmark icon. To the right of the icon, the text "You have successfully added a child." is written in white.

Adding additional pupils (using the ClassCharts 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 we provided.

A screenshot of a mobile app dialog box titled "Add a child to your account". Below the title is the instruction "Please enter the parent code supplied by the school to add a new child." There is a text input field labeled "Code" with the value "ABC123" entered. At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

3. Enter your child's [date of birth](#) when prompted.

A screenshot of a mobile app dialog box titled "Date of birth confirmation". Below the title is the instruction "To confirm you are the parent / guardian, please enter your child's date of birth." There is a text input field labeled "Date of Birth" with the value "08/03/2006" entered. At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.

A green rectangular box with rounded corners and a white checkmark icon on the left. The text inside reads "You have successfully added a child."/>

You have successfully added a child.

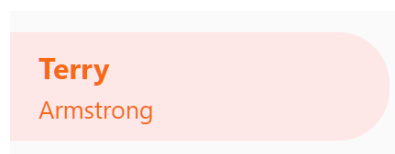
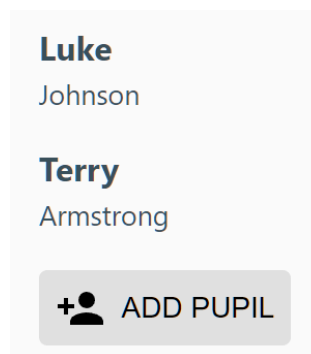
If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

Switching between pupils

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.

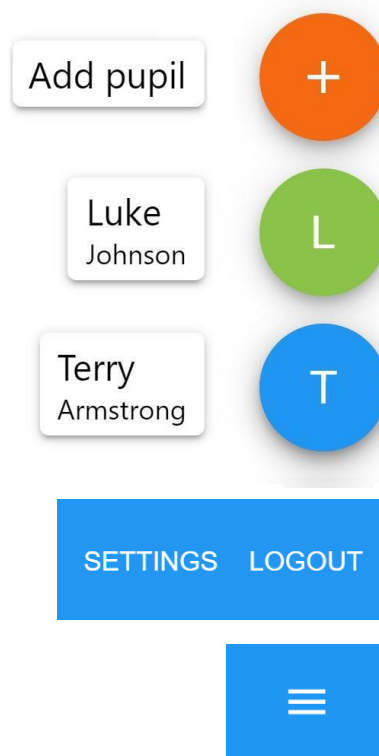


To switch between children on the mobile app, click on the [Pupil](#) icon in the bottom right hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs.

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.



FAQ & Troubleshooting

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](#) we provided.

× Change password

Current password

New password

Repeat password

× Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQ & Troubleshooting

“I don’t have a parent code!”

Please contact us on via the link: [Ormiston Forge Academy - Contact](#) 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. Also, check your junk or spam folder.

“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.

“Class Charts says my child has been awarded a postcard but it has not arrived. Where is it?”

Postcards have been designed and staff will be giving these to pupils personally after October 2019 half-term. Any pupil awarded a postcard in the first half-term will, instead, receive a letter from the Principal. These will be sent over October half-term.

We will then use postcards and staff will write these and give them to pupils who they have nominated