ClassCharts

A guide for parents and carers

What is Class Charts?

Class Charts is an online system, which allows parents and carers to track their child's achievement (Hall points), behaviour and attendance throughout the school day.

Parents will also be able to view their child's timetable and get messages from 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 here, an iOS or Android app.

How to sign up

To sign up to Class Charts, you will need to input your unique parent code. This will be sent to you via email and will be a mix of 10 numbers and letters.

- Simply select 'Sign up' from the main page and fill in the form provided. Enter your parent code into the Access code field. You will only need your parent code for this initial sign up.

- Click on the 'Sign up' button below the form.

- 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.

- A confirmation message will indicate that the sign-up process is complete.

Class Chart tabs

Using Class Charts we can securely share your child's (or childs') achievements, issue rewards, and keep you up to date in real-time.

Along the top, or side, of your screen you will see six main tabs:

- Behaviour
- Announcements
- Homework
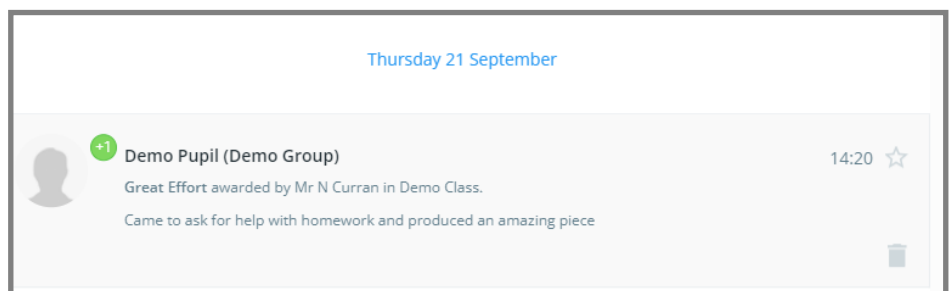- Detentions
- Timetable
- Attendance
- Report Absence

Behaviour

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 '**Date**' to select from the available presets or create your own custom date range.

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 Lymm High School, students receive positive recognition points for doing something 'over and above' our basic expectations. Students can also receive points for attendance, for subject-specific praise, and if they are nominated by the Pastoral or Senior Leadership Team (SLT).

Students will receive negative consequence points for making poor choices and breaching our code of conduct.

Thursday 21 September

+1 Demo Pupil (Demo Group)   14:20 ☆
Great Effort awarded by Mr N Curran in Demo Class.

Came to ask for help with homework and produced an amazing piece

Announcements

Any messages for parents and carers 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 student. 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.

Homework

To access work set, select the Homework tab to display a list of homework tasks which have been assigned to your child. Check the date range for displayed homework tasks to ensure all relevant tasks are visible. We recommend selecting 'Last 30 days' or create your own custom date range.

To display tasks in the order they were set, click on the 'Show by issue date' button. To display tasks in the order they are expected to be handed in, click on the 'Show by due date' button.

To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile. A pop-up will appear that contains the description of the homework task, the estimated completion time, and any links or attachments that may have been included.

Most homework will be submitted in class, meaning students do not need to upload work.
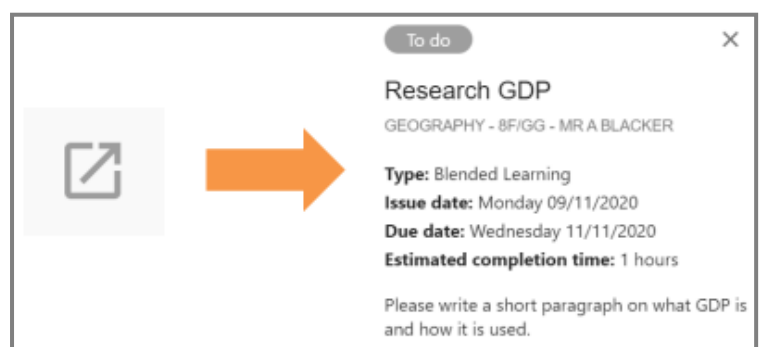
Detentions

If you child receives a detention, you can view this in the Detentions tab. This will clearly specify the type and length of detention they must complete. We expect students and parents to check this tab regularly to avoid missing detentions and these detentions upscaling.
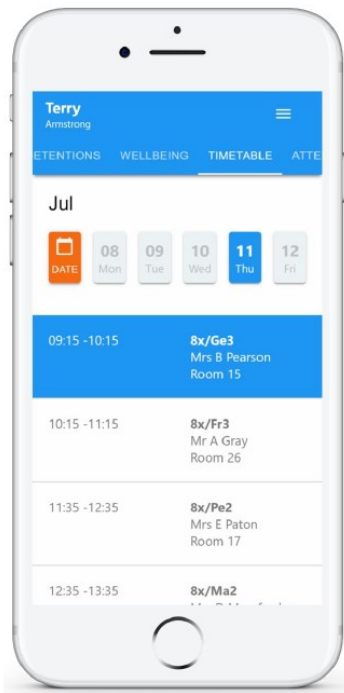
Timetable

The Timetable tab will present you with your child's timetable for each 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.

To change the displayed week, click on the orange 'Date'.

Attendance

Selecting the Attendance tab will present you with a table of your child's attendance data for the past 30 days. To change the displayed timeframe of attendance records, click on 'Date' and select the date range of your choice.

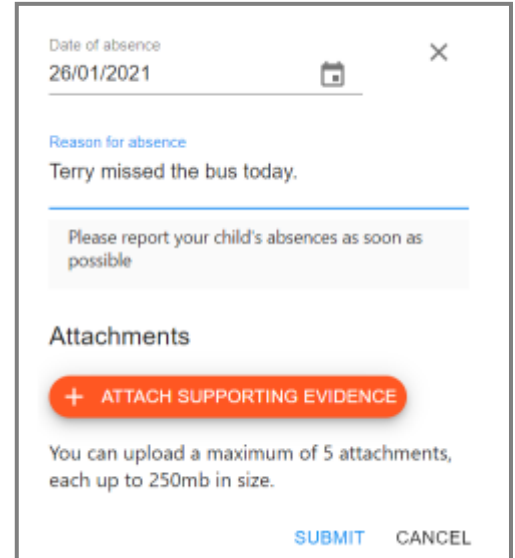Attendance records fall under four categories:

- **Present**
  Your child attended the lesson.

- **Authorised absence**
  Your child did not attend the lesson, but had a valid reason for doing so.

- **Late**
  Your child was late to the lesson.

- **Absent**
  Your child did not attend the lesson and did not have a valid reason to do so.
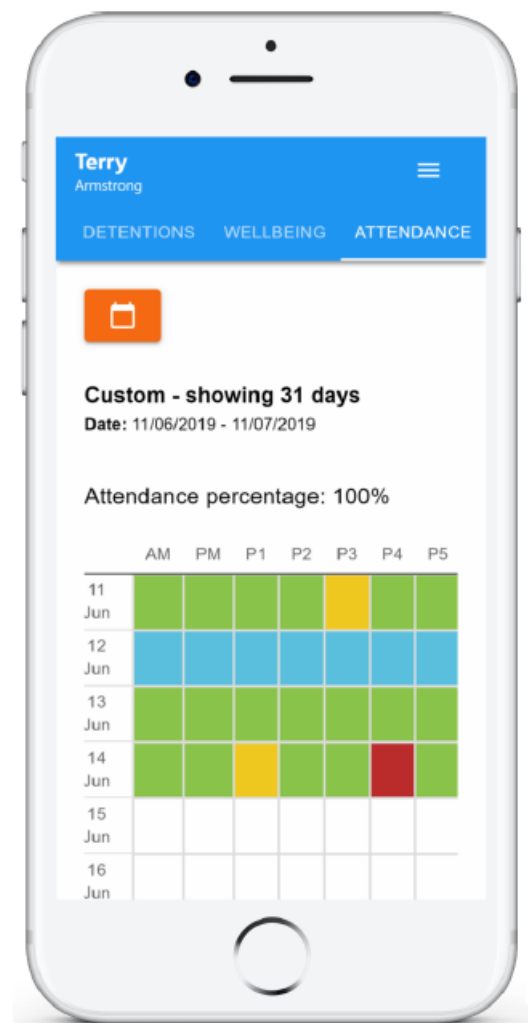
Report Absence

To report an absence, click on the 'Report Absence' button. Next, enter the details of the reported absence into the form provided.

You can also include up to five files in your absence report as supporting evidence. To do this, click on the 'Attach supporting evidence' button and select the files of your choice. Click on the 'Submit' button to send your child's absence report to school.

Using Class Charts

When you're signed up to the Class Charts Parent app, you can log back into your parent account at any time. If you would like stay logged in when you close the Class Charts app, tick the checkbox '**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.

Once you have set up your Class Charts parent account, you can add additional children to the same account. To add another child, simply click on the '**Add Pupil'** button in the left-hand side navigation menu. Alternatively, press the orange button (bottom right) on the app version followed by 'Add pupil'. You will need another parent access code for each additional child. These will be provided by school.

To switch between students 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 student 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.

Troubleshooting

More information can be [found here](#) in the Quick Start Parents Guide on the Class Charts website.

Please do get in touch if you have any questions.

You can email us at classcharts@lymmhigh.org.uk.

Common queries

- 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.