



Venerable Bede Church of England Academy

Northern Lights Learning Trust



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ClassCharts Guide

Dear Parent / Carer,

As you may already be aware, Venerable Bede CE Academy uses an app called 'ClassCharts' to aid the clarity of communication between pupils, school and home. We are currently reviewing our use of ClassCharts to make it even more clear for all users. With this in mind, we thought it would be useful to resend the attached guide to all parents and carers as a reminder of some of the uses of ClassCharts.

As a parent / carer, you are able to use ClassCharts to keep track of your child's behaviour, access their weekly timetable, track scheduled detentions and view announcements from their 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 via our website, or through our iOS and Android apps.

We recommend that you check ClassCharts daily in order to keep up to date with important announcements and your child's homework / behaviour. Having access to this information enables you to have supportive learning conversations with your child. Not checking ClassCharts daily may mean you may miss out on important information, such as the following:

- Information about trips and visits
- Information about extra-curricular activities
- Your child's behaviour points
- Updates about school
- Y11 parents / carers information about exams, leavers' events and prom



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Parent Guide

Behaviour

Selecting the behaviour 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.



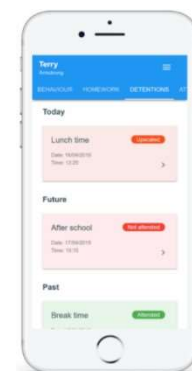
Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth. The level of detail within each behaviour award depends on the settings that your school has enabled.



Detentions

Selecting the detentions tab will display a list of detentions which have been set for your child. Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

- Attended: Your child has completed this detention.
- Not attended: Your child did not complete the detention at the time it was scheduled for.
- Pending: This detention has not yet been completed.
- Upscaled: Your child's detention has been escalated into another type of detention.



Timetable

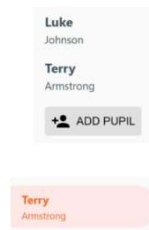
Selecting the timetable tab will present you with your child's timetable for the current day. This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place. Your child's current lesson will be highlighted in blue, as shown on the right. To view 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.



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Switching between pupils

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. 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.



We hope that you find this guide useful, but if you have any further questions regarding ClassCharts, please contact your child's tutor in the first instance.

Best wishes,



Mr J. Exley

Deputy Headteacher



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