



ST THOMAS MORE CATHOLIC HIGH SCHOOL

Remote Learning Policy 2020/21

All members of our community are given equal opportunities in line with the Single Equality Duty.

Mission Statement

St. Thomas More Catholic High School is a Catholic school, and as such we attempt to follow the example of Jesus Christ in our work, worship and relationships.

Our aims are:

- To be a community based on Christian values, notably Love, Justice, Peace, Truth and Tolerance, and to encourage individuals in their commitment to these ideals.
- To provide a secure, welcoming and ordered environment in which individuals learn to value and respect both themselves and others.
- To give individuals the opportunities to develop their full potential as human beings, and to encourage and challenge them to do so.
- To encourage everyone to strive to do their best and to strive for the highest standards in all areas of activity. To help children grow into confident, open, resourceful young people with a sense of responsibility and of service.

Remote Learning Policy 2020/21

Context

Government guidance requires schools to have a remote learning plan in place so that any child who cannot attend school because of COVID-19 does not miss out on their learning. At St Thomas More we aim to provide engaging and challenging learning opportunities, both in school and at home, allowing students to make good progress whilst ensuring staff workload remains manageable.

The Department for Education (DfE) guidance makes very clear that there are many forms of effective remote education and schools can choose which types of remote learning to use. This may include the use of online resources such as ClassCharts and GoogleDocs, PowerPoints and worksheets, providing printed resources or textbooks for students to use at home, using video or audio recordings to support learning or providing live-streamed lessons for synchronous learning. DfE guidance is also clear that staff are not expected to begin to set work for students required to self isolate until the working day after they have been notified.

At St Thomas More, we are currently using a variety of methods to ensure excellent remote education for any students self-isolating, fully in line with government guidance. For your information:

- We will provide lesson resources for Main School students self isolating at home on ClassCharts and set work for Sixth Form on Google classroom.
- For students in Years 7 to 11, this will be their usual 5 hours of lessons per day.
- For students in Years 12 & 13 the number of lessons will vary as per their timetable, with most students having 3-5 hours of work per day and further time being used for independent study as normal.
- All lesson activities will appear on ClassCharts by the end of each timetabled lesson and may include PowerPoints, worksheets, links to other websites, video clips, audio recordings, assessments etc. Lesson resources will include additional explanation as appropriate, to further support students working at home.
- ClassCharts may also direct students to other online platforms such as Google classroom, Seneca and Hegarty Maths.
- Teachers are also able to use Google classroom or email to contact individual students if they have not completed work or homework. Any incomplete classwork will be followed up in school by the teacher, supported by the Head of Department and if no work at all is completed by the end of week 1 of Isolation then the Head of Year will contact home.
- Work set for all students with additional learning needs will take into account SEND Plans and ensure that these students' needs are fully catered for.
- All Students should be able to access tasks without the need to print.
- All Homework for students in school and for those self-isolating will be posted as usual on ClassCharts and will appear under the 'Homework' tab.
- On return to School following their period of self-isolation, form tutors and teachers will review progress with students to ensure that they are on track with their work and receive any further support needed.
- We will continue to regularly evaluate our remote learning provision with an aim to refine and improve the process for all.

Roles and Responsibilities

Teacher

- Plan and deliver remote learning experiences for all students including those with additional learning needs, taking into account SEND Plans and ensuring that these students' needs are fully catered for. All Students should be able to access tasks without the need to print.
- Access Covid -19 School database to identify self isolators.
- Set work for students required to self isolate by the working day after they have been notified of student absence and thereafter work set must be on ClassCharts no later than the end of their timetabled lesson and where possible minimum timings outlined for tasks that are set.
- Use Google classroom as per departmental practice and ensure paper copies are provided for those students that require them asap.
- Monitor student work completion and progress as in Class, use the Classcharts Isolation work incomplete button if needed. Any incomplete work will be followed up in school by the teacher, supported by the Head of Department and if no work at all is completed by the end of week 1 of Isolation then the Head of Year will contact home.
- Ensure assessment of progress and feedback to students isolating (whole class or personal) is no different in regularity and quality to feedback given to students present in school. This should be in line with departmental marking and feedback policy.
- When delivering live lessons and communicating with students via email teachers must adhere to the Acceptable Use Policy (Covid-19 updated version in appendix) to ensure there are clear safeguards in place for students and staff. Students attending live lessons should be red flagged LIVE in comments section on SIMS Register.
- Engage with CPD opportunities, both whole school and in departments, to ensure proficiency in delivering effective blended learning.
- Collaborate with colleagues in departments and beyond, to design and develop high-quality blended learning experiences for our students.

Learning Support Assistant

- Support teachers to scaffold tasks where possible to ensure SEND students make progress while absent.
- Key workers should check on and make contact with their Key Students at least once a week during absence.
-

Student

- All students should have their login details for ClassCharts, Google classroom, Seneca, Hegarty, Quizlet and Accelerated Reader so that these can be easily accessed from home (please ask Form tutor/Class teacher asap if not). Student handbooks/planners include guides on how to access ClassCharts, school email and Google classroom.
- Students should log into ClassCharts and check regularly throughout the day. This will contain a Teacher outline of the tasks for each lesson including any attachments or links to resources. Students are also advised to regularly check their emails and respond to any Teacher prompts.
- We recommend that students follow their timetable as closely as possible at home, to help them structure their work and manage their time effectively. However, we fully understand the difficulties that students may face whilst working at home, therefore, they should just do their best to complete their normal lessons each day where possible.
- For any students with a Special Educational Need ,the SEND team will continue to offer additional support where needed, with Learning Support Assistants working with families to ensure all students with SEND can successfully access remote education.

- Students are able to use their school email or Google classroom account to ask their teachers individual questions about their work during School times, 8.30am-4.30pm. If Students are having any problems accessing the work they should not hesitate to email their Teacher for support. Teachers will either respond to students online during the school week to answer questions or, if your child is due back in school within a couple of days, the teacher may instead talk to the student in their next lesson.
- Where Live lessons happen students should (as per Acceptable Use Policy) dress appropriately and be wearing earphones throughout the lesson to help them focus, to improve the quality of sound and to ensure that other students know they can contribute to any discussion and answer questions with confidence that no-one, other than their peers and teacher, can hear them.
- Students should where possible submit work completed by deadline outlined. This can be emailed or uploaded onto Google classroom or brought back with student on return to School in line with instructions from their Teacher.

Parent/Carer

- For any students without IT access at home, Parents should contact the School asap. In the meantime hard copy resources will continue to be provided for their remote education at home. Please speak to your child's Head of Year (see Appendix for contact list) should this be required and we will ensure work is provided.
- Ensure that you have Parent log- in details for ClassCharts so that you can log in daily to keep abreast of your child's progress and continue to support their Learning while they are self-isolating.
- Online lesson resources are provided by your child's subject teacher in ClassCharts (see Appendix ClassCharts Users Guide) if your child is self-isolating. The teacher will know your child's teaching group well. Therefore, as with lessons in school, the lesson resources will be appropriate for the academic ability of the students in the class, thereby providing an appropriate level of work for students at home.
- If you have any concerns about your Child's progress or wellbeing whilst self isolating do feel free to get in touch with Heads of Department or Pastoral Staff to discuss (see Appendix for Contact list). For a matter relating to Classwork set, the relevant Head of Department can be contacted and for any Pastoral concerns their Head of Year can be contacted within School hours 8.30am - 4.30pm.
- Of course, if your child is unwell, naturally, they will not be expected to complete work at home. Your child will be able to catch up with work, as always, when fully recovered and back in school.

Form Tutor

- Liaise with Head of Year and keep track of student absence and on return to School check all is well with Student re. Wellbeing and Progress.

Head of Year

- Liaise with ICT to ensure all students have access to ICT at Home. (School has provided Chromebooks, Laptops and Dongles to make access easier for many students)
- HOY to monitor where Isolators are not engaging at all with school work after first week and should communicate with students and parents as appropriate to ensure engagement and wellbeing during the remote learning experience.

Head of Department

- Lead and support the department in the design and development of high-quality remote learning experiences for students.
- Monitor and evaluate the provision of remote learning and ensure consistency across the Department.
- Where Staff are self isolating the Head of Department is responsible for co-ordinating the setting of remote learning (including paper copies) for students that need it.
- Communicate with students and parents, as appropriate to ensure engagement and progress.
- Share excellent practice amongst colleagues, both formally and informally.

Senior Leadership Team

- Ensure adherence to Policy in practice.
- Work to challenge and support Leadership Team Link Departments in planning and delivery of remote learning.
- Support Heads of Department to Monitor absence and progress and respond with appropriate intervention if necessary e.g. Department focus groups, School wide intervention cohorts etc.
- Support Heads of Department and Heads of Year to liaise with Parents when needed.

Appendix

Head of Year Contact Details

Year	Head of Year	Email	Leadership Team Link	LT Email
7	D Rayson	drayson@stmacademy.org.uk	A Merchant	amerchant@stmacademy.org.uk
8	C Brindle	cbrindle@stmacademy.org.uk	S Oakey	soakey@stmacademy.org.uk
9	R Cooper	racooper@stmacademy.org.uk	P Ronan	pronan@stmacademy.org.uk
10	A Martin	amartin@stmacademy.org.uk	L Hagan	lhagan@stmacademy.org.uk
11	S Anderson	sanderson@stmacademy.org.uk	R Kilkeny	rkilkenny@stmacademy.org.uk
12	A Burnett	aburnett@stmacademy.org.uk	D Hallam	dhallam@stmacademy.org.uk
13	G Borwick	gborwick@stmacademy.org.uk	D Hallam	dhallam@stmacademy.org.uk

Head of Department Contact Details

Depart.	Head of Department	Member Email	Leadership Team Link	LT Email
Art	K Mason	kmason@stmacademy.org.uk	S Oakey	soakey@stmacademy.org.uk
Design Technology	P Dickinson	pdickinson@stmacademy.org.uk	P Ronan	pronan@stmacademy.org.uk
English	C Wilson	cwilson@stmacademy.org.uk	R Kilkeny	rkilkenny@stmacademy.org.uk
Food Technology	F Mackey	fmackey@stmacademy.org.uk	R Kilkeny	rkilkenny@stmacademy.org.uk
Geography	L Murray	lmurray@stmacademy.org.uk	L Warland	lwarland@stmacademy.org.uk
Health and Social Care	C Currie	ccurrie@stmacademy.org.uk	S Oakey	soakey@stmacademy.org.uk
History	A McCabe	amccabe@stmacademy.org.uk	Lisa Hagan	lhagan@stmacademy.org.uk
ICT/Business	Mrs A Merchant	abmerchant@stmacademy.org.uk	D Hallam	dhallam@stmacademy.org.uk
Maths	K Douglas	kdouglas@stmacademy.org.uk	M Henderson	mhenderson@stmacademy.org.uk
MFL	L Fisher	lfisher@stmacademy.org.uk	A Merchant	amerchant@stmacademy.org.uk
Music	A Gleeson	agleeson@stmacademy.org.uk	A Merchant	amerchant@stmacademy.org.uk
Music	A Hodgson	ahodgson@stmacademy.org.uk	A Merchant	amerchant@stmacademy.org.uk
PE	J Flynn	jflynn@stmacademy.org.uk	P Ronan	pronan@stmacademy.org.uk
Psychology	R Clifford	rclifford@stmacademy.org.uk	D Hallam	dhallam@stmacademy.org.uk
Religious Studies	AMerchant	amerchant@stmacademy.org.uk	P Ronan	pronan@stmacademy.org.uk
Science	J Woodman	jwoodman@stmacademy.org.uk	M Henderson	mhenderson@stmacademy.org.uk
SENCO	L Warland	lwarland@stmacademy.org.uk		

Leadership Contact Details

Leadership Team	Member Email
A Merchant	amerchant@stmacademy.org.uk
A Gollings	agollings@stmacademy.org.uk
D Watson	dwatson@stmacademy.org.uk
D Hallam	dhallam@stmacademy.org.uk
L Warland	lwarland@stmacademy.org.uk
L Hagan	lhagan@stmacademy.org.uk
M Henderson	mhenderson@stmacademy.org.uk
P Ronan	pronan@stmacademy.org.uk
R Kilkeny	rkilkenny@stmacademy.org.uk
S Oakey	soakey@stmacademy.org.uk

Online Teaching & Learning/ Acceptable Use Policy

Adapted (April 2020) and updated further (10/11/20) in light of teachers delivering online lessons due to Covid-19 and the need for some students to self-isolate.

The policy remains in accordance with Department for Education guidance (19/04/20) and subsequent updates (Last updated 6 October 2020)

All online teaching and learning activity will be conducted in accordance to the same safeguarding standards and behaviour expectations as you would see within a classroom at St Thomas More RC Academy. All staff should familiarise themselves with the existing Acceptable Use Policy. The details of this policy still apply to online learning away from the traditional classroom when employed as teacher of St Thomas More RC Academy.

The vast majority of teachers will now be working back in school. Where they deliver lessons online, these will now be classroom-based using the school G Suite facility (Google Meet). Any lessons delivered by teachers online from home, because they themselves are required to isolate, will be hosted by the teacher in a safe, secure and controlled online environment using the video conferencing facility in Google G Suite for Education. There are many online services available which enable online video and audio delivery of lessons. It is important the correct platform is selected for use to ensure the safeguarding of staff and students and for this reason staff will only use their school G Suite facility (never a private account or any other form of social media) to deliver any online lessons.

This guidance covers what needs to be considered to ensure staff and children are protected during this process.

Guidelines for online learning: Staff

- You should conduct yourself online as you would in class.
- You should only use your school email/account to communicate with students and to send invites to online lessons.
- You should start and end the lesson according to your scheduled times and only in school working hours (i.e. Term time / Mon to Fri/ 8:55 to 15:05)
- You should keep a record of each online lesson delivered with the start and end time, all participants invited and all who participated in the lesson.
- You should stop the lesson if there is only one pupil with you on-line and reschedule it. If, for any reason, a lesson has to be delivered to only one pupil, another member of staff should join the lesson as well.
- If at home isolating
 - you should deliver the online lesson in an appropriate room. A bedroom is not appropriate. Enable your camera before you go live to check what is visible in your background. Remove any personal information or inappropriate items that are visible.
 - Ensure that there will be no interruptions during your streaming (such as family members in the background).
 - You should dress appropriately - similar to how you would dress on a non-uniform day and in accordance to the school's dress code listed in the school's Code of Conduct.
- Remind all participating students to begin with their microphones off and only switch them on when prompted to do so. Students must be allowed to disable both their microphone and video if they wish (be aware that some students may be uncomfortable with working in this way but may still wish to participate).
- Remind students that they should be wearing earphones throughout the lesson to:
 - help them focus

- improve the quality of sound
- ensure that other students know they can contribute to any discussion and answer questions with confidence that no-one, other than their peers and teacher, can hear them.
- Remind students of the expectations (listed in their guidance) at the start of your lesson.
- If you decide to record the session for the benefit of absentees you must make sure that everyone is aware of this. This should also be stored and accessed in line with GDPR and any recording must only remain within G Suite.
- When working online you still have safeguarding obligations. You must report any safeguarding incidents or concerns in accordance with our Child Protection and Safeguarding Policy.

Guidelines for online learning: Students

While school remains open some teachers may choose to deliver lessons online for those students required to self-isolate. They will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. Students must only access this method via their school G Suite account. A lesson will be cancelled if there is only one student and one teacher on line and will be rescheduled.

You must behave online as you would behave in class. What does this mean when you are taking part in an online lesson?

- You should not seek to disrupt or distract either your own learning or the learning of others with inappropriate use of the digital tools.
- If you feel uncomfortable or feel that anything inappropriate has happened in the virtual environment you must inform your teacher or Head of Year
- You should turn up for an online lesson on time and with the appropriate equipment for that subject.
- You should end the lesson when the teacher informs you it has finished
- You should not have a mobile phone with you when the lesson is taking place unless you are using your phone to access the lesson.
- You should take part in the lesson in a room other than your bedroom whenever possible: e.g. dining room, kitchen etc are more appropriate.
- You must not video or take photos/screen shots at any point in the lesson
- All work uploaded to Google Classroom should be your own.
- You should be wearing earphones throughout the lesson to:
 - help you focus
 - improve the quality of sound
 - ensure your peers know they can contribute to any discussion and answer questions with confidence that no-one, other than you and your teacher, can hear them.
- You should stay focused and quiet when involved in an online lesson.
- You should dress appropriately – as you would on a non school uniform day
- You should know how to communicate with the teacher, and with other students, during the lesson, and you should follow these rules throughout

Guidelines for online learning: Parents

While school remains open some teachers may choose to deliver lessons online for those students required to self-isolate. They will be hosted by the teacher in a safe and controlled online environment using the video conferencing facility in Google Meet. Parents can play a vital role in supporting their children during this period.

Our advice would be:

- Keep in regular contact with St Thomas More by ensuring you access updates on the website, Parentmail and Classcharts. Access the online safety area of the website for guidance on any issues that your children may encounter online given they will be online more than usual at this time <https://stmacademy.org.uk/safeguarding-3/>. The message box at the bottom updates regularly and has already added up to date guidance from the NSPCC for a guide to parents.
- Get to know your child's timetable, and check which lessons they are going to be having online.
- Be strict about where these lessons are happening: ideally they should be done in a private place (such as a dining room/ kitchen) where interruption and distraction is kept to a minimum. A bedroom is not always appropriate and should be avoided if possible.
- Double check that nothing personal (such as images, or messages) are visible, either on desktops, or in the background.
- Check that work being set by teachers is being submitted and that deadlines are being met.
- Make sure that your child dresses appropriately for any online lessons.
- Report any safeguarding incidents or concerns to school in accordance with our Child Protection and Safeguarding Policy.

Department for Education guidance (19/04/20) states:

Schools should emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. These resources can be used to support parents and carers to keep their children safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services



ClassCharts

Part of **tes**

Getting started with Parent accounts

Contents

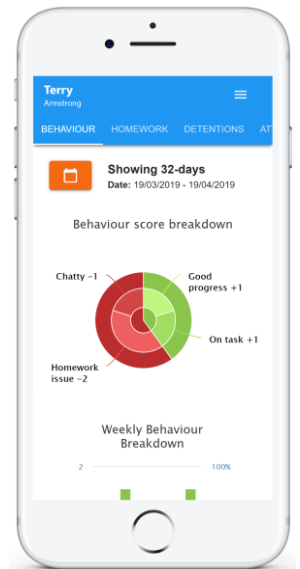
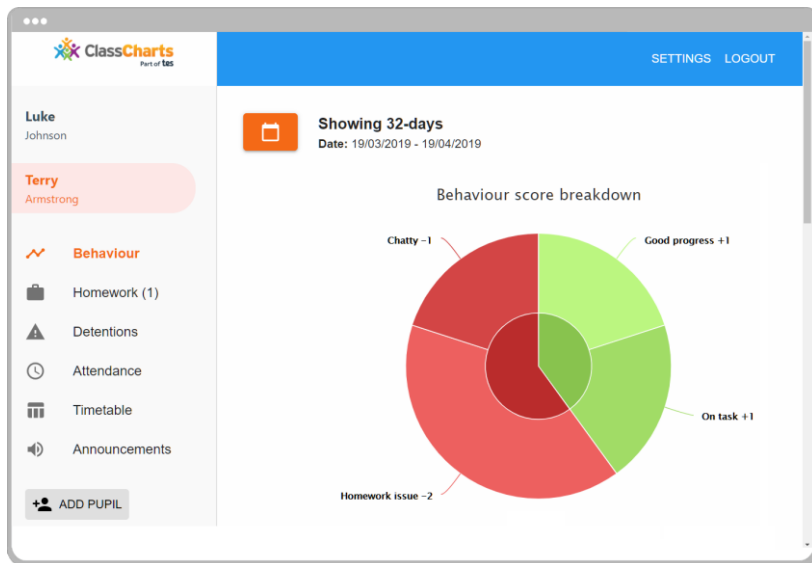
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What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's [behaviour](#), view [attendance](#) records, access their weekly [timetable](#), view assigned [homework](#) tasks, track scheduled [detentions](#), create [wellbeing](#) submissions 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.



You should have received a [Parent code](#) from your school, which will look similar to the example code shown on the right.

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.

LOG IN SIGN UP

Email address
example@edukey.co.uk

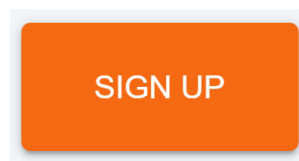
Access code (provided by school)
ABC123

Name
Example parent

Password
.....

Retype password
.....

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



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.

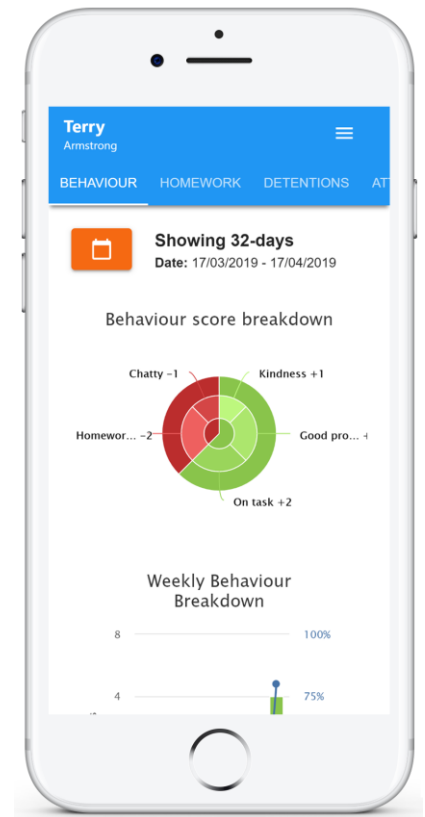


Behaviour

If your school has decided to share behaviour information with parents, you will see the **Behaviour** tab when viewing pupils from that school.

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.



Thursday 11 July

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.

+1 **Terry Armstrong**
Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20

-1 **Terry Armstrong**
Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Awarding behaviour

If your school has decided to allow parents to award behaviour, you will see the [Award behaviour](#) tab when viewing pupils from that school.

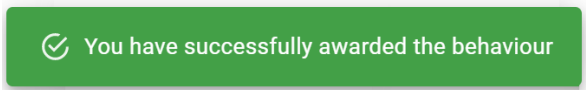
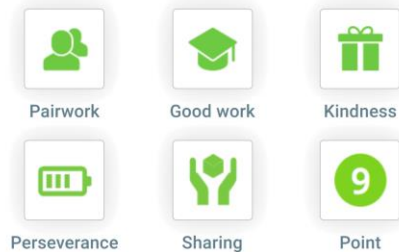
Selecting this tab will display a list of behaviour types that your school has shared with you.

To award a behaviour to your child, click on the [behaviour type](#) of your choice. Once you have [confirmed](#) your choice, a [green banner](#) will appear to inform you that the behaviour has been successfully awarded.

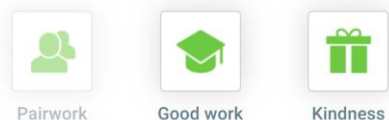
If a behaviour type appears [greyed out](#), it means you have reached the [daily limit](#) for awarding that behaviour. The daily limit for each behaviour type is decided by your school.



What behaviour do you want award to Terry?



What behaviour do you want award to Terry?



Homework

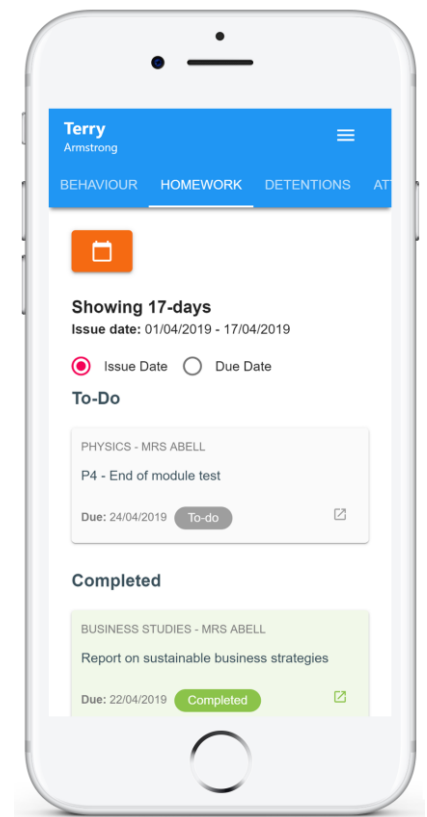
If your school has decided to share homework tasks with parents, you will see the [Homework](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [homework tasks](#) which your child has been assigned to.

To change the date range for displayed homework tasks, click on the [Date](#) button to select from the available presets or create your own custom date range.

To display tasks in the order they were set, click on the [Issue Date](#) button

To display tasks in the order they are expected to be handed in, click on the [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 popup will appear that contains the a [description](#) of the homework task, the [estimated completion time](#) and any [links](#) or [attachments](#) that may have been included.



Homework Details

PHYSICS - 13C/PH1 - MRS ABELL

Issue date: 17/04/2019

Due date: 24/04/2019

Estimated completion time: 3 hours

P4 - End of module test


Please revise the following topics for the end of module test next **Wednesday**:

Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

PHYSICS - MRS ABELL


P4 - End of module test

Due: 24/04/2019 **To-do** 

Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

PHYSICS - MRS ABELL


P4 - End of module test

Due: 24/04/2019 **Completed** 

Late: These are homework tasks that have been handed in past the deadline.

PHYSICS - MRS ABELL


P4 - End of module test

Due: 24/04/2019 **Late** 

Not submitted: These are homework tasks that were not handed in on time.

PHYSICS - MRS ABELL


P4 - End of module test

Due: 24/04/2019 **Not submitted** 

Submitted: These are homework tasks that have been handed in on time.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019 **Submitted** 

Detentions

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

Selecting this tab will display a list of [detentions](#) which have been set for your child

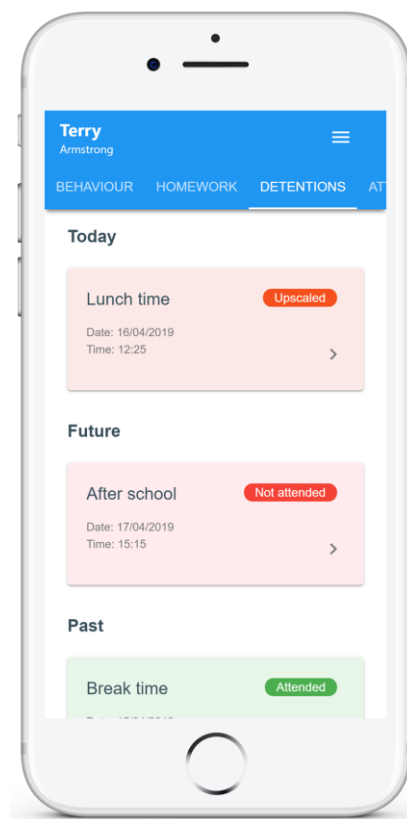
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

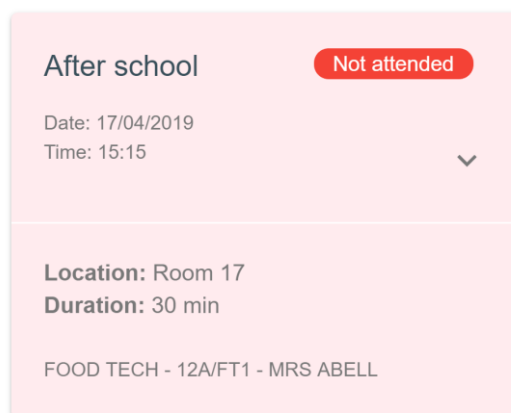
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.



To view more information about a specific detention, click on the [arrow](#) icon.

This will bring up a popup that describes the detention, including the [location](#) for the detention, the awarding [teacher](#) and [scheduling information](#).



Attendance

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

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.

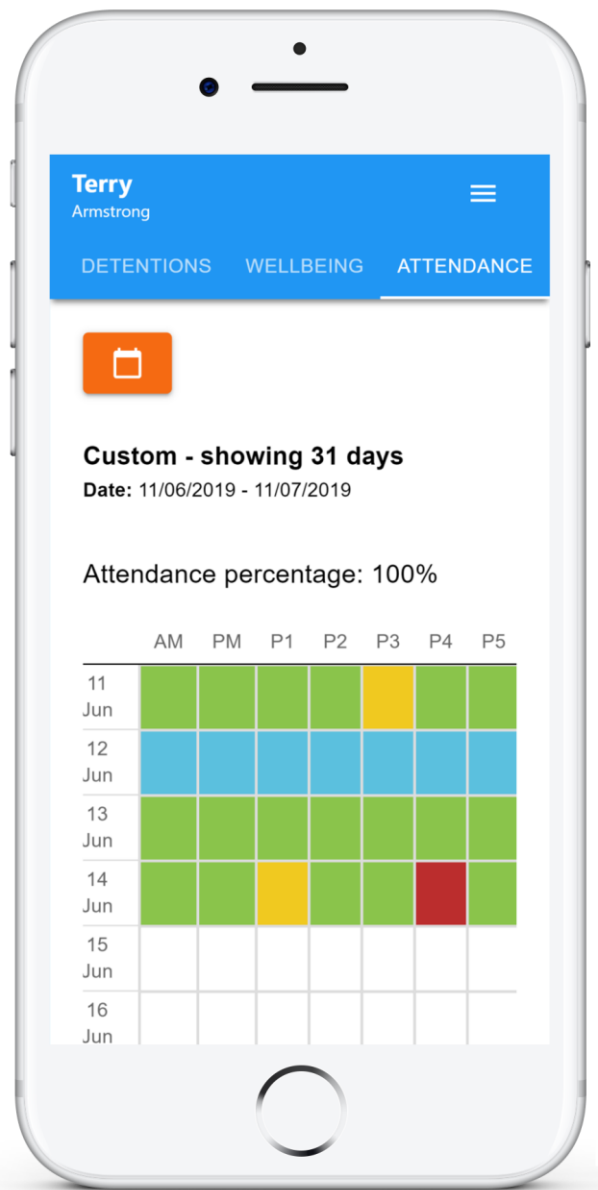
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

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

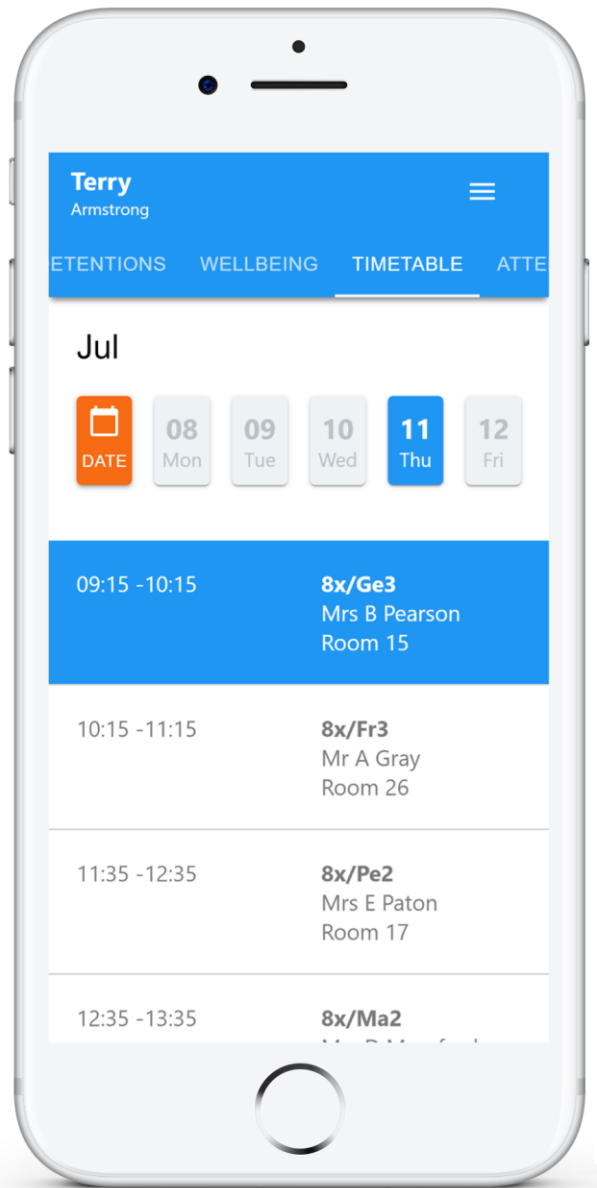
If your school has decided to share timetable data with parents, you will see the [Timetable](#) tab when viewing pupils from that school.

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.

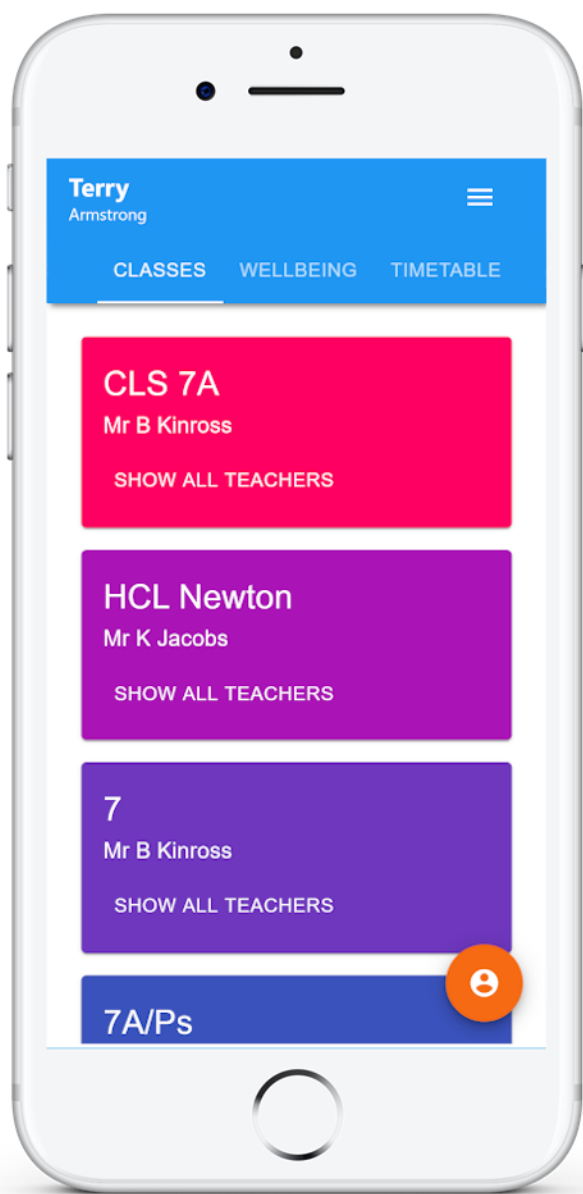


Classes

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

Selecting this tab will present you with a list of your pupil's [classes](#). Each class tile will display the class [name](#), the class [teacher](#), the [subject](#) and the [room](#) the class takes place in (if applicable).

To view the full list of teachers for a specific class, click on the [Show all teachers](#) button for the class of your choice.



Wellbeing

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

Clicking on this tab will present you with five face icons, which represent a range of [emotions](#). These icons can be used to record wellbeing submissions for how your child is currently feeling.

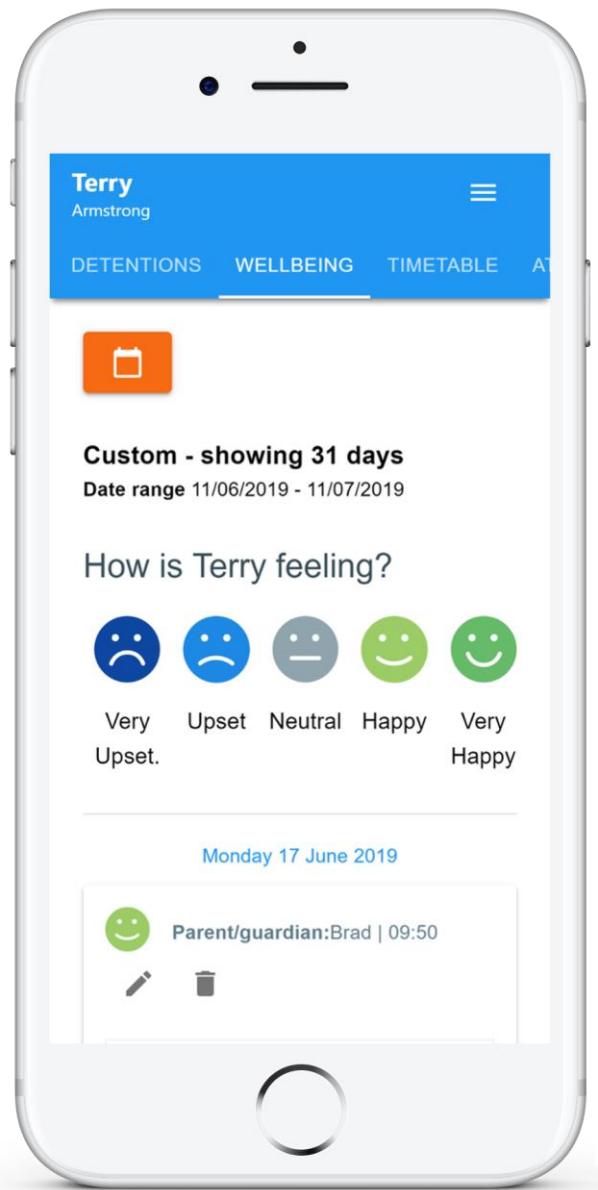
To record a wellbeing submission, select the [face](#) icon that most accurately describes your child's emotions.

You are able to add a [description](#) for the wellbeing submission, along with a [tracker](#) if your school has made them available to parents.

Click on the [Save](#) button once you are finished.

Once a wellbeing submission has been recorded, you can make changes to it using the [pencil](#) icon.

To delete a wellbeing submission, click on the [bin](#) icon for the submission of your choice.



Announcements

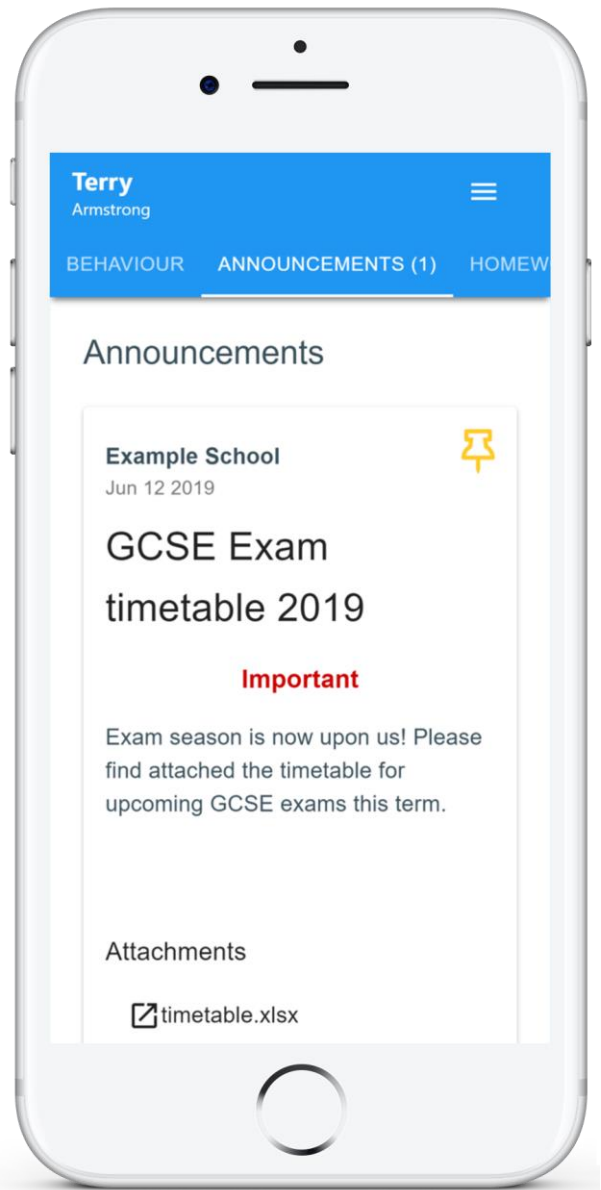
If your school has decided to share announcements with parents, you will see the [Announcements](#) tab when viewing pupils from that school.

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.



Messaging

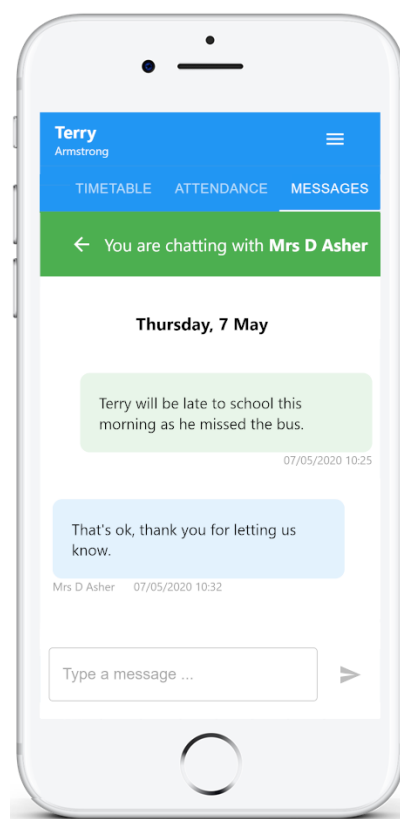
If your school has decided to allow two-way communication with parents, you will see the [Messaging](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [teachers](#) that you are able to send and receive messages from. To send a message to a specific teacher, select their name from the list.

You will be presented with a messaging [thread](#) between you and the selected teacher. To send a message, type into the text field provided and click on the green [send](#) icon.

If the thread has been [locked](#) by a teacher, you will be unable to send and receive additional messages.

If you have received a new unread message, you will see a [red dot](#) on the [Messaging](#) tab and the [teacher's name](#).



This thread was locked

Messaged

- DA Mrs D Asher ●
2 hours ago
- SD Mr S Dumbell
9 days ago

Logging in to Class Charts

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

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

[LOG IN](#) [SIGN UP](#)

Email address *

Password *

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



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 side, 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 a bold, black, sans-serif font.

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

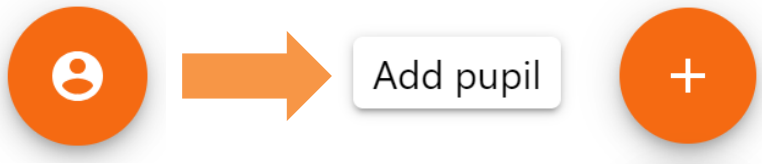
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

A green rounded rectangular box with a white checkmark icon on the left. To the right of the icon, the text "You have successfully added a child." is written in a white, sans-serif font.

Adding additional pupils (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](#).



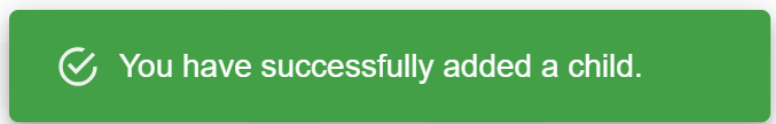
2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a white dialog box with a black border. The title is "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" containing the text "ABC123". 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 white dialog box with a black border. The title is "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" containing the text "08/03/2006". 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.



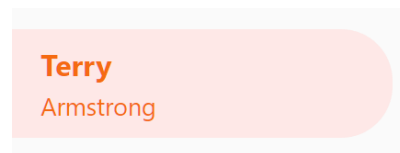
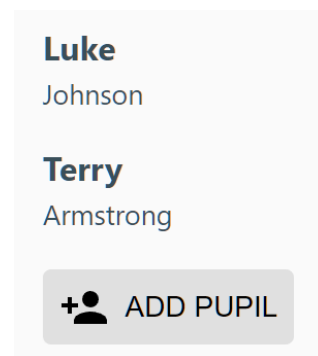
Switching between pupils

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.

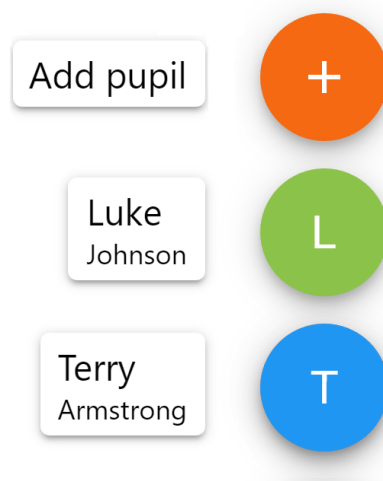
Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

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.



Account settings

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.

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](#) provided to you by your school.

SETTINGS LOGOUT



✕ Change password

Current password

New password

Repeat password

✕ Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

“I don’t have a parent code!”

Please contact your school 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.

“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.

“I’m not seeing ____!”

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

“I would like to know more about your privacy policy“

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

<https://www.edukey.co.uk/edukey-terms-conditions/>