

May 2023



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Headteacher: Ms Helen Bridge BA MA

Dear Parent/Carer

As a School we are pleased to announce that we have invested in additional modules within Classcharts to improve Attendance and Communication with Parents/Carers and Students.

Over the next week your Classcharts app will change slightly to include the following additions tabs:

- Attendance
- Messaging

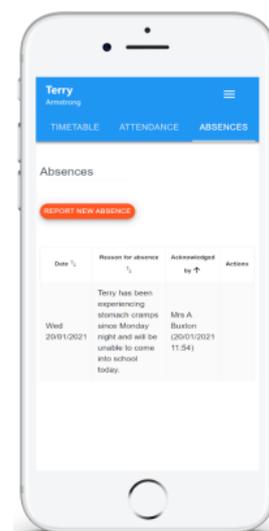
Attendance

From the **Tuesday 6th June** you will no longer need to contact the school to report your child absent you will be able to do this via Classcharts using the "Absence" tab.

Selecting this tab will display a list of absence that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence request.

To report an absence, click on the "Report New Absence" button. Next, enter the details of the reported absence in the form provided. You can include upto 5 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 the school. The absence can be edited

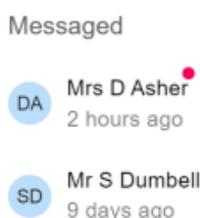
and deleted until it has been acknowledged by the Attendance Team.



Messaging

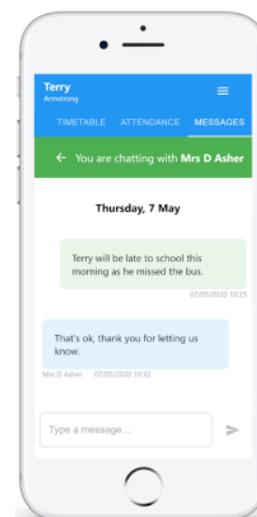
Selecting this tab will display a list of teachers that you are able to receive messages from.

If you have received a new message, you will see a red dot on the Messaging tab and against the teacher's name.



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

I hope you find the new modules beneficial, and we look forward to sharing more improvements with you as and when they come on board.



If you have not already activated your parent account and require details on how to do this please contact us.

If you have any queries or suggestions, please do let me know.

A handwritten signature in black ink, appearing to read 'James Daly'. The signature is fluid and cursive, with the first name 'James' written in a larger, more prominent script than the last name 'Daly'.

Mr James Daly
Associate Assistant Head Teacher (Attendance)

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