YSGOL NANTGWYN

ClassCharts

Part of **tes**

CLASS CHARTS PARENT GUIDE

What is Class Charts for parents?

At Ysgol Nantgwyn we use Class Charts as our main form of communication. You can use Class Charts to keep track of your child's behaviour, view attendance records and report your child's absence if they are unwell, access their weekly timetable and view announcements and messages. 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 the Class Charts website, or through iOS and Android apps.

You should have received your parent code for your child. If you have not received this please email:

lowerschool@ysgolnantgwyn.co.uk
middleschool@ysgolnantgwyn.co.uk
upperschool@ysgolnantgwyn.co.uk

How do I sign up?

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.

A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue.

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. Verify your email address to continue.

Adding additional children:

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:
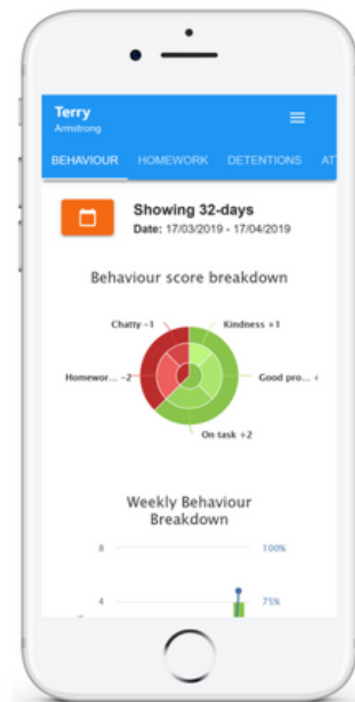
1. Click on add pupil button in the left hand side navigation menu.

2. Enter the parent access code that was provided to you by your school.

3. Enter your child's date of birth when prompted.

4. A confirmation message will appear and the child will be added to the left hand side navigation menu.

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.

Behaviour

Selecting the behaviour tab will display multiple graphs which represent an overview of your child's achievement and behaviour data.

Attendance

Selecting the attendance 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.
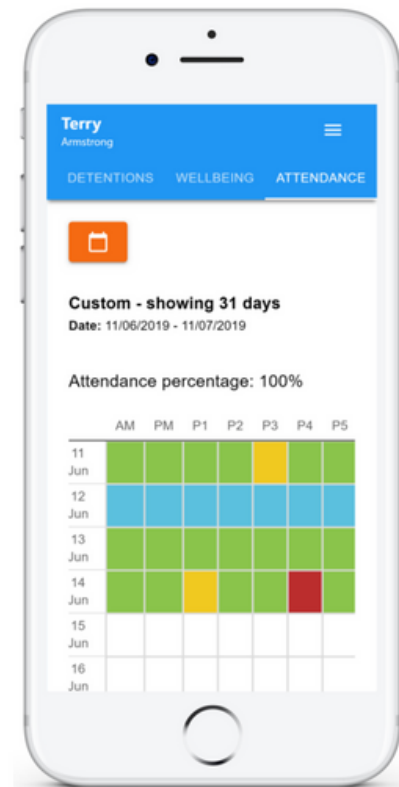
Attendance records fall under four categories:

Present: 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.

Absences

To report an absence, click on the absence tab and then the report new absence button, stating the reason for your child's absence.

You can also include up to 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. - This can be used for medical letters etc.

Click on the submit button to send your pupil's absence report to our school.

Announcements

Selecting the announcements tab 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.
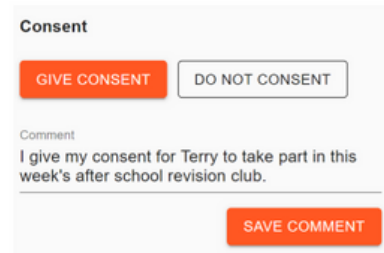

You may receive announcements that require your consent. To confirm or deny your consent for an announcement, click on the give consent and do not consent buttons respectively. You can also leave a comment regarding your consent. Enter the comment of your choice and click on the save comment button.

Remember to turn on your notifications on the settings feature so that you receive a notification when a new announcement is sent.

Pupil Accounts

Pupils will also have received a Class Charts access code so that they can log in to their pupil account. In the pupil account area pupils can view their timetable, attendance, behaviour and reward points. They can also convert their reward points into prizes in the online reward shop through this area.

If your child does not know their code please ask them to ask their form teacher or Caru Dysgu teacher who can provide this for them.