

February 2024

Dear Parent/Carer

I am writing to you about a new system we are using in Secondary school called Class Charts. This piece of software is used by thousands of schools across the country. Class Charts will enable you to access your child's weekly timetable, keep track of their behaviour in school and, if necessary, receive alerts about behaviour interventions, such as scheduled detentions. We will also post announcements through Class Charts and share important reminders and information.

All parents will have a unique login for their child. 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 iOS and Android apps. Your unique parent code details will be sent to you via your email address on Friday 2 February 2024. Please keep an eye on your inbox and ensure that messages from Appleton Academy are marked as safe. You will use this code to set up your Class Charts parent account. To register and sign in, please follow the steps outlined in the attached document. This information is also available on the school website: <https://appletonacademy.co.uk/class-charts/>

Monitoring Positive and Negative Behaviour

Class Charts enables us to share behaviour information with parents and carers. Within the platform, there are a number of functions that will provide you with an overview of your child's achievement and behaviour data, which you can customise to view specified timeframes. You will be able to interrogate the system to find the information behind each behaviour event. One of the advantages of this system is that it will provide the granular detail, including every behaviour log that is recorded.

If your child's behaviour is causing concern, please contact your child's form tutor via email in the first instance. Please be aware that many staff will see over 250 students each week. Therefore, it will not be possible for staff to call you or take a call from you about every piece of information that they log on Class Charts. However, I would like to reassure you that if there is an emerging concern about negative behaviour, your child's tutor, Head of Year, or a member of our Behaviour Team will contact you directly to discuss the matter in those cases.

Our policy regarding detentions has not changed; however, rather than receiving a text to notify you of a detention, you will now receive a notification through Class Charts. In the first week of using the system, we will continue to text parents, as well as notifying you through Class Charts, just in case there are any issues with the roll out of the new system. We would also ask that you contact us if you do not receive a notification through Class Charts.

Announcements

You will see the 'Announcements' tab when viewing your child's account on Class Charts. Selecting this tab will display a list of announcements that have been shared with you regarding your child.



Praise and Awards

All staff in school will reward students for 'Positive Behaviour' through Class Charts. When you open the platform, you will see the 'Badges' tab, which allows you to view the rewards your child has received. Badges are a way for us to inform you when significant positive behaviour goals have been achieved. Your child will be issued with a digital badge when they meet the criteria to receive this. Every child will also be given a badge to wear on their school blazer, which will be presented to them during an end of half term assembly.

We hope that the introduction of Class Charts will go smoothly, and we will help parents with this process by publishing information on the school website. We believe that the use of Class Charts will develop and improve home-school communication. Evidence suggests that when school and home are working together, students have a greater chance of success. We are confident that Class Charts will provide you with an insight into your child's day at school and how well they are progressing.

Detailed information regarding the functionality of Class Charts can be found on the school website here: <https://appletonacademy.co.uk/class-charts/>

If you have any queries regarding Class Charts, or you have not received your login code by Friday 2 February 2024, please email info@appletonacademy.co.uk in the first instance.

Yours faithfully

A handwritten signature in black ink that reads 'Rachel Garlick'.

Mrs Rachel Garlick
Head of Secondary