

Our Ref: SMC/ABL

1 December 2023

Dear Parent/C

I am writing to inform you of important changes to the way we will communicate with home in 2024:

***From Monday 8<sup>th</sup> January 2024, ClassCharts Parent will replace SIMS Parent App.***

Since September we have been trialling a new application (app) to support improved communication between school and home. Following positive responses, ClassCharts Parent will be our new method of communicating with parents/carers. The app will allow you to track your child's attendance, behaviour, merits, student timetable and in future it will display home learning. It will also provide access to messages and letters relating to school news and events: a one-stop shop for all things Ecclesfield.



Students will also receive access to a student account via an email link (week beginning 4<sup>th</sup> December). The student app shares attendance, timetable, behaviour and achievements, in addition to access to their ClassCharts Rewards Store to trade in / spend their merits. More information, including terms and conditions will follow via the ClassCharts Parent App.

We are learning more about the range of functionality of the app and how it best suits our school community. As we learn more, additional information will be accessible via the app. We will keep you updated with any developments and ensure support is available should you need it.

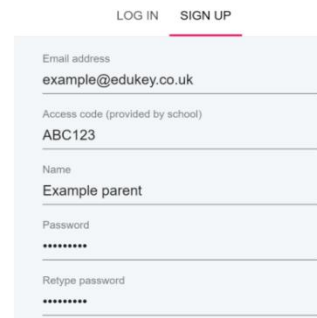
**SIGN UP BY 8<sup>th</sup> JANUARY:** There are two ways to create your ClassCharts Parent account:

1. **Accounts can be accessed via the ClassCharts website or by downloading the iOS or Android apps.** You can access the website and links to the Parent App at: <https://www.classcharts.com/parent/login>
  - When you click the sign-up tab within the app, you will be presented with an account creation form.
  - Fill in the form and enter your parent code in the Access code field.

## 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.

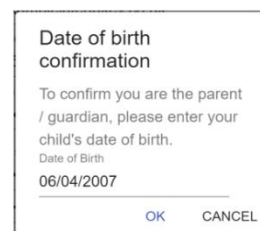
**Please note:** Your Access Code is **not** the same as your password. The access code is only needed for the initial sign up.



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.



- You will need to enter your **PARENT ACCESS CODE**; (please contact school if you have not received these via post)
  - Clicking Sign up will log you into the account.
  - Please note: Your Access Code is not the same as your password. The access code is only needed for initial sign-up. Your password is for you to decide when you create your account.
  - If you have more than one adult who wants to access the account, they can use the same Parent Access Code. If you have more than one child at school, you can use the same parent account to view all children but will receive access codes for each child.
2. **In the first week of December, you will also receive an email invite which contains your Parent Access Code.** Emails will only be sent to those adults you advised us to have parental responsibility. If you do not receive an invite, please check your junk email. If you still do not receive an invite, please contact the school as it is likely that you need to update your email address. We will ask for security information to enable

any changes, so please have this information to hand (child's full name, address, date of birth). If you have more than one child at school, you can use the same parent account to view all children but will receive access codes for each child.

More information about how to use the app, along with a troubleshooting guide, can be found here:

[https://pages.classcharts.com/wp-content/uploads/Class\\_Charts\\_for\\_parents\\_guide.pdf](https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_parents_guide.pdf)

In January 2023 we made a commitment to move away from paper letters (except for exceptional circumstances such as updating contact details). All letters will continue to be posted on our school website and our social media platforms. *Progress Reports will be sent via email and will not be released via ClassCharts Parent. **It is vital that we have up to date email addresses for all adults with Parental Responsibility.***

Please contact [admin@ecclesfield-mlt.co.uk](mailto:admin@ecclesfield-mlt.co.uk) if you need support with accessing your child's account or call Student Services to update any parent/carer email addresses on (0114) 2461156.

We want to thank you in advance for your support in the roll out of ClassCharts Parent and urge you to register for the new app/platform at your earliest convenience, but in any case, **by Monday 8<sup>th</sup> January 2024.**

Yours sincerely

*S McCoy*

Miss S McCoy  
Assistant Headteacher