



# Cardiff High School

## Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth  
Mr S M Jones

Llandennis Road  
Cardiff/Caerdydd  
CF23 6WG  
Tel/Ffôn: 029 2075 7741  
Fax/Ffacs: 029 2068 0850  
Web: [www.cardiffhigh.cardiff.sch.uk](http://www.cardiffhigh.cardiff.sch.uk)  
@officialCHS

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Dear Parent/Carer,

As you are already aware, we have invested in the software programme called ClassCharts, which has a number of highly effective features including recording your child's positive behaviour, misdemeanours and attendance. Following a successful trial of this programme with staff, Sixth Form students and families, we are delighted to launch the **student version** of the software.

### **How Can Learners Access ClassCharts?**

The free software is available online at [www.classcharts.com](http://www.classcharts.com) and is also via an app for both iPhones and Android phones / tablets. Every time your child receives a positive or negative behaviour point you and they will be sent a notification. This will provide an informed opportunity for conversations about positive attitudes to learning and any issues as they arise.

Your child will be given a presentation about how to set their account up and each of them will receive their unique log in details next week during registration time. We would politely request that, if necessary, you help them to navigate the software.

### **What If My Child Doesn't Bring Their Smartphone to School?**

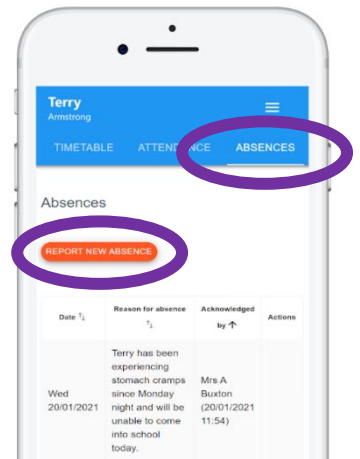
Your child can ask their form tutor to view their individual pupil report which shows their accrued points and timetable. Alternatively, the school library is open every break time, lunch time and after school until 16:00 and your child may log in to their account using our school devices.

### **Homework**

At this time, we are still using Google Classroom and your child's planner to record and monitor homework. You will not be able to track your child's homework via ClassCharts, but you can view their timetable.

## Attendance and Absence

We have also decided to begin a trial of allowing parents and carers to report absences via the ClassCharts software. You will now see the 'Absences' tab within your parental account. In order to report an absence please click on the **'Report New Absence'** button. Please enter the details required (eg date and reason for absence) into the form that will be provided. You can also include up to 5 files in each absence report as supporting evidence, e.g. a scan or photograph of a hospital appointment letter. You will also receive a confirmation message to say that the absence form has been submitted. **By utilising this method of alerting the school to an absence, there will be no need to telephone the absence line.**



Please note it is your responsibility to ensure that your child cannot access your ClassCharts account and make fraudulent absence reports – this would provide a safeguarding issue as I am sure you will appreciate.

Please note that you can change your log in details for the parent account at any time and we would recommend that you do so on a frequent basis.

## Not Logged In Yet?

If you are yet to set up your own parental account for ClassCharts and need your personal log in details again then please email Ms Laura Young and we will be more than happy to assist you.

[YoungL108@hwbcymru.net](mailto:YoungL108@hwbcymru.net)

Please do get in touch if you have any questions. We thank you for your continued support.

Yours sincerely

S M JONES

Headteacher