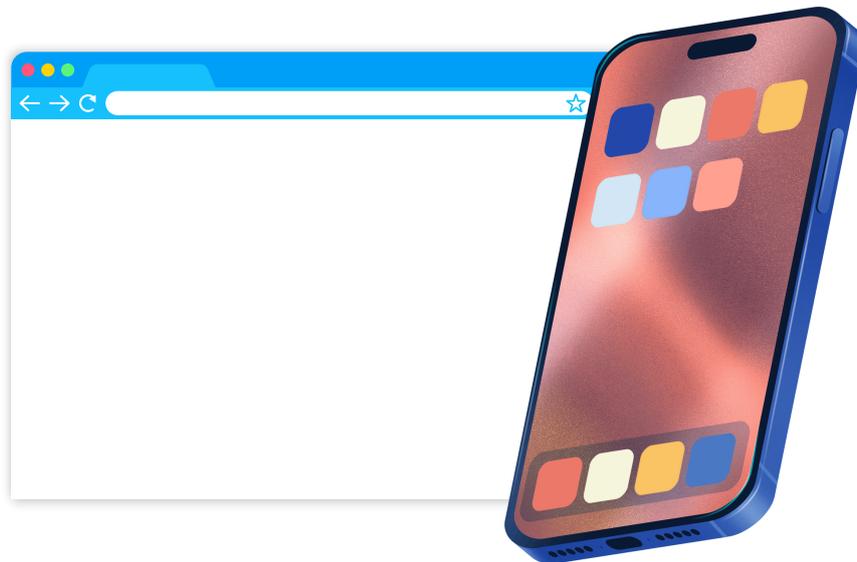


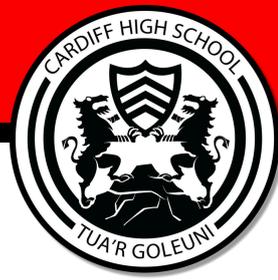


ClassCharts



Class Charts Guide for Parents/Carers

Download & Sign up to Class Charts



Download the App via your devices App Store

Type into your devices' App Store 'Class Charts' and download the app called Class Charts Parent



LOG IN **SIGN UP**

Email address
Your email address

We store this securely in the UK, it's used for you to login to the system and shared with the school so they can send you notifications or assist with account login problems.

Repeat email address
Repeat your email address

Access code (provided by school)
Your access code

Name
Your name

Password
Your password

[What makes a strong password?](#)

Retype password
Your retyped password

By clicking the Sign Up button, you agree to our [Privacy Policy](#)

Sign up to Class Charts

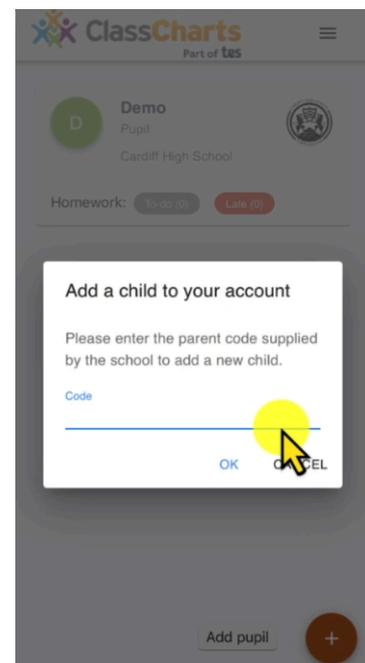
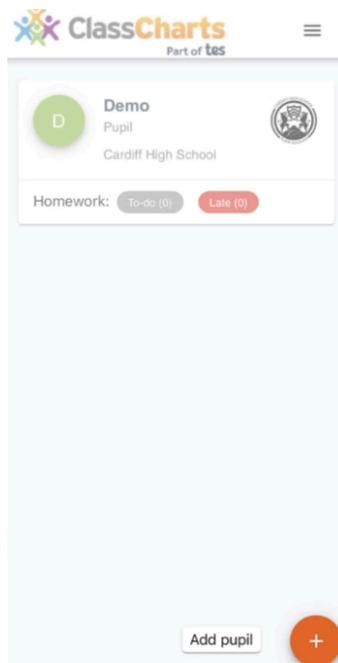
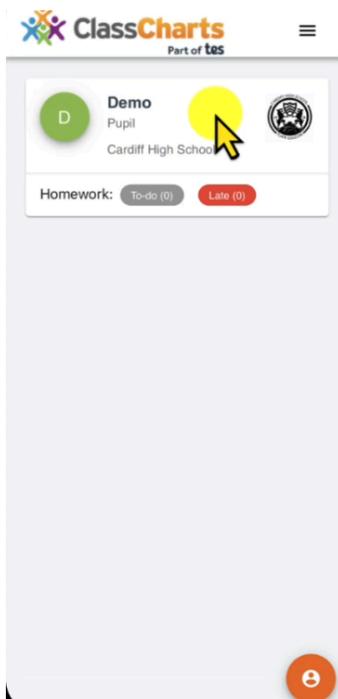


You will then need to select '**Sign up**' and fill in your details to access the app.

You will need an **access code** to sign up.

If you do not have an access code, you will need to contact the school to get this. Each child has a unique code, therefore, if you have more than one child at the school you will need more than one code.

If you do have more than one child in the school you can add their code once you are logged in on the home screen by selecting the orange button in the bottom right corner and entering the extra access codes.



Tabs within the App

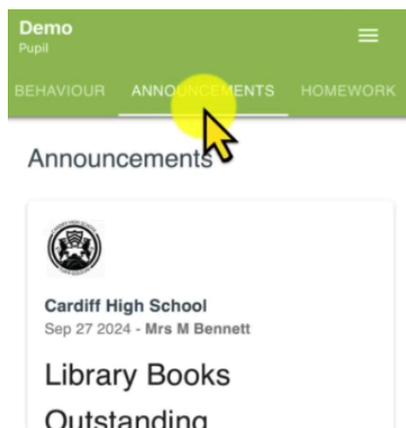
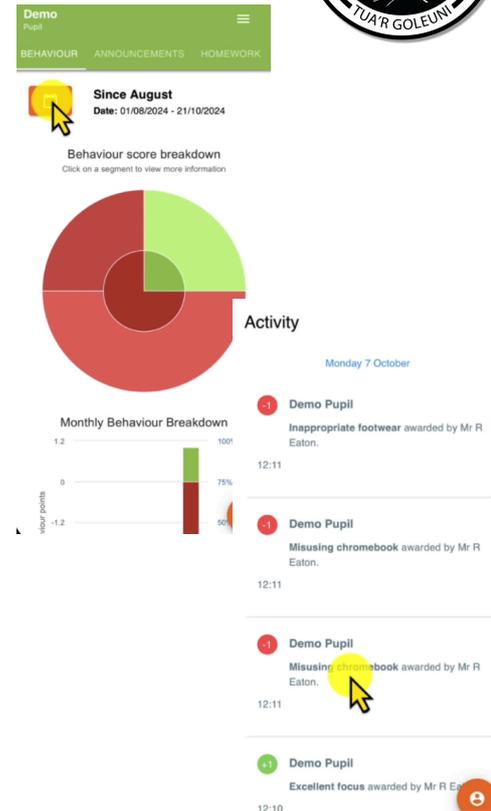


▶ Tracking your child's behaviour

From the home screen, you can select your child's name which will bring you to a variety of tabs; the first of which is the **'Behaviour' tab**.

You will then see a pie chart overview of your child's behaviour. You can customise the dates by clicking on the orange calendar.

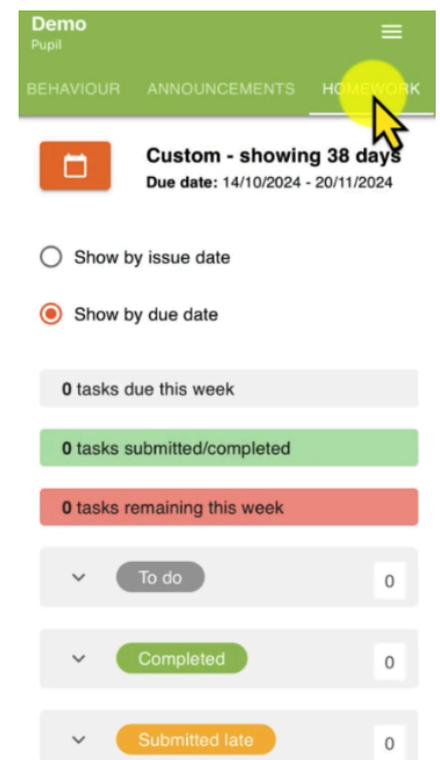
You can then scroll further down to see a graph breakdown, followed by an **'Activity' log** which shows each individual behaviour reported by day.



Announcements



You will then see the **'Announcements' tab** where the latest school announcements will appear.



▶ Homework

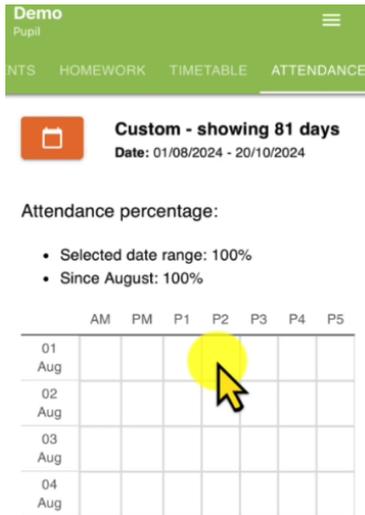
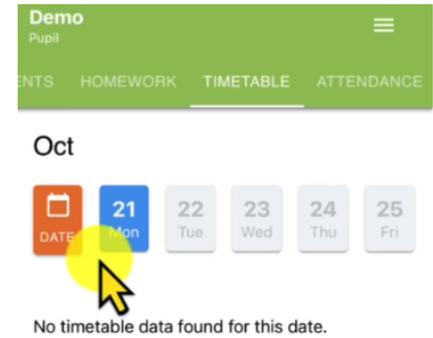
You then have the **'Homework' tab** where you can see any homework that your child has left to do, has completed/submitted or submitted late.

Tabs within the App



▶▶ Timetable

The next tab you will see is the **'Timetable' tab** which will display your child's timetable. You can amend the dates by clicking the orange date button.

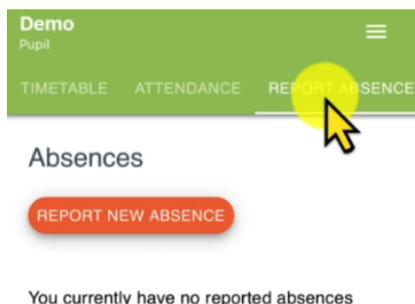
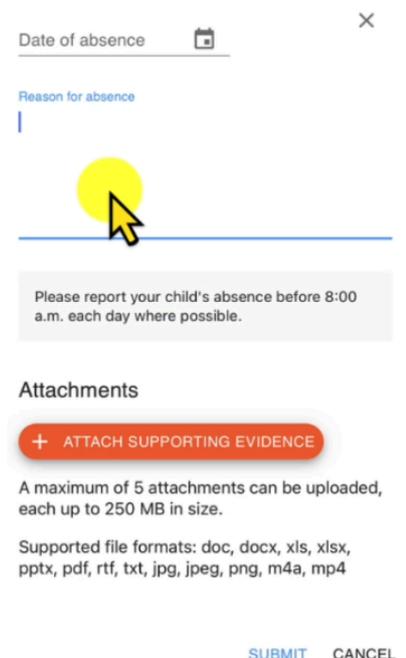


Attendance ◀◀

You will then find the **'Attendance tab'** where you can keep track of your child's attendance. Again, you can change the date by clicking the orange calendar button.

▶▶ Reporting Absence

The next tab you will see is the **'Report Absence' tab**. This is where you can let us know if your child is not going to be in or if they have an appointment/event for that day or any future dates. You can change the date of the absence by clicking the grey calendar and leave a reason for the absence, as well as any supporting documents you may wish to upload.



▶ Settings

To access the settings of your account you need to click the three lines in the top right corner of your app screen. You will then see your settings options.

This is where you will be able to change the **language settings** if you require, by selecting **'Account details'** and changing the language drop down option to your required language.

You can also change your email address/name or password in the settings and also logout.



Absences

REPORT NEW ABSENCE

You currently have no reported absences

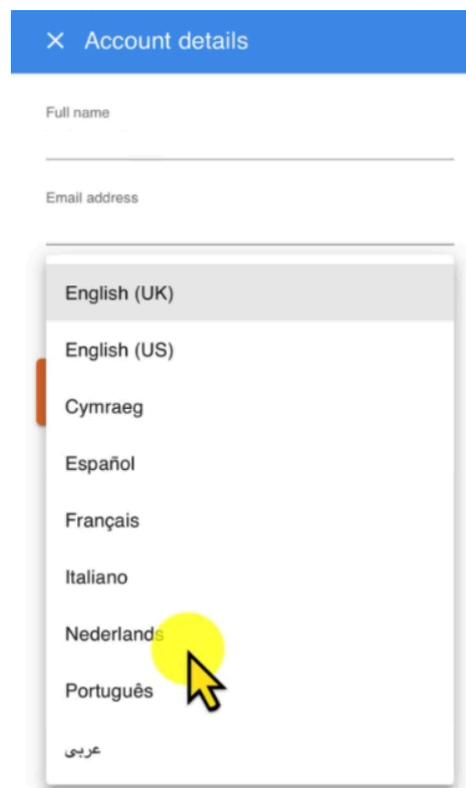


Dashboard

Account details

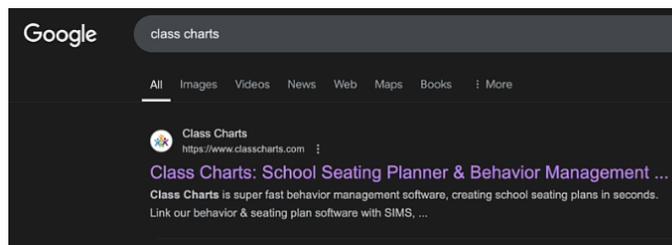
Change password

Logout



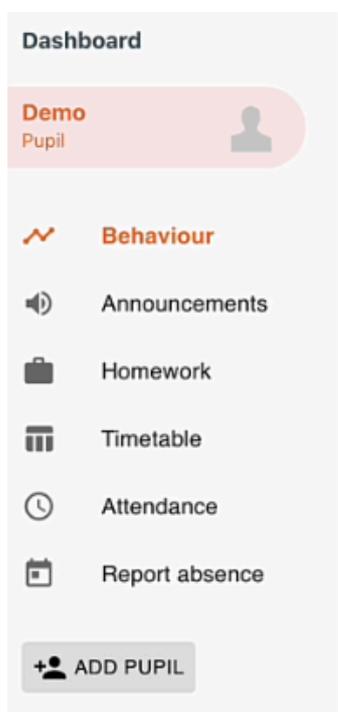
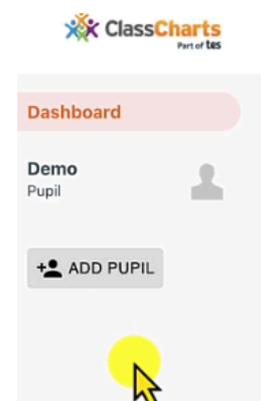
▶ How to access Class Charts via a web browser

To get to the Class Charts website you can either type Class Charts into Google or by simply typing in www.classcharts.com.



From the home screen you will then need to login in the top right hand corner and select Parent. You will then be able to log in or sign up if you haven't done so already. ▶

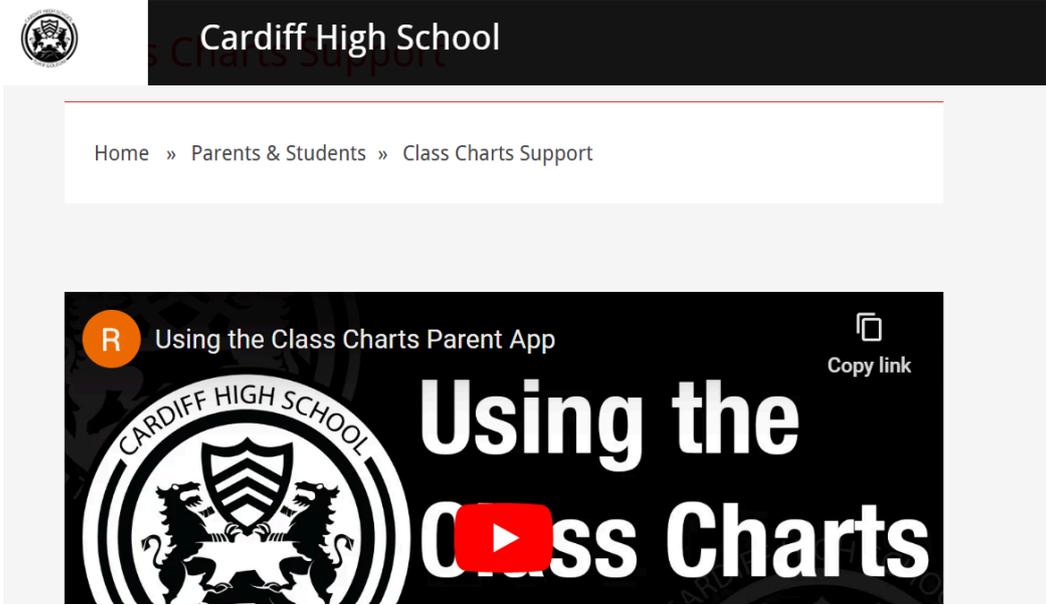
▶ You will then be able to add any other children you may have in the school with their access codes by clicking the grey add pupil button on the left hand side of the screen.



▶ As with the Class Charts app you will then see a dashboard with the same tabs on the left hand side. You can then follow the earlier instructions for the app to find out what each tab does.

Further help

You can access more detailed video guides on the schools website via the Parents and Students section, and then selecting **Class Charts Support**.



The screenshot shows the Cardiff High School website header with the school logo and name. Below the header is a breadcrumb trail: Home » Parents & Students » Class Charts Support. The main content area features a video player with a red play button. The video title is "Using the Class Charts Parent App" and the video content is titled "Using the Class Charts". A "Copy link" button is visible in the top right corner of the video player. The Cardiff High School crest is also visible on the left side of the video player.

