Teachers at Ormiston Shelfield Community Academy use the Class Charts system used to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the benefits of using Class Charts is that we are able to securely share your child(ren)'s achievement and behaviour report with you and so keep you up to date in real-time.

What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's behaviour, view attendance records, access their weekly timetable, view assigned homework tasks, track scheduled detentions, create wellbeing submissions and view announcements from their school.

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 our iOS and Android apps.
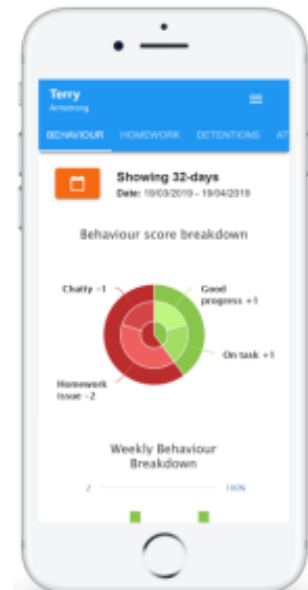
You should have received a Parent code from your school, which will look similar to the example code shown on the right.

This code is used to set up your Class Charts parent account, which is covered on the next page.

ABC123

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.

LOG IN   **SIGN UP**

Email address
example@edukey.co.uk

Access code (provided by school)
ABC123

Name
Example parent

Password
•••••••••

Retype password
•••••••••

2. Click on the Sign up button below the form.

SIGN UP

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.
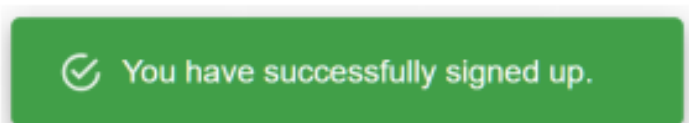
Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
06/04/2007

OK   CANCEL

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

✓ You have successfully signed up.

Adding additional pupils

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.

+👤 ADD PUPIL

2. Enter the Parent Access Code that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK   CANCEL

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

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.
Date of Birth
08/03/2006

OK   CANCEL

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

✓ You have successfully added a child.

Behaviour

If your school has decided to share behaviour information with parents, you will see the Behaviour tab when viewing pupils from that school.

Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.

By default, the displayed date range is 31 days To view a different range of behaviour data, click on the Date button to select from the available presets or create your own custom date range.
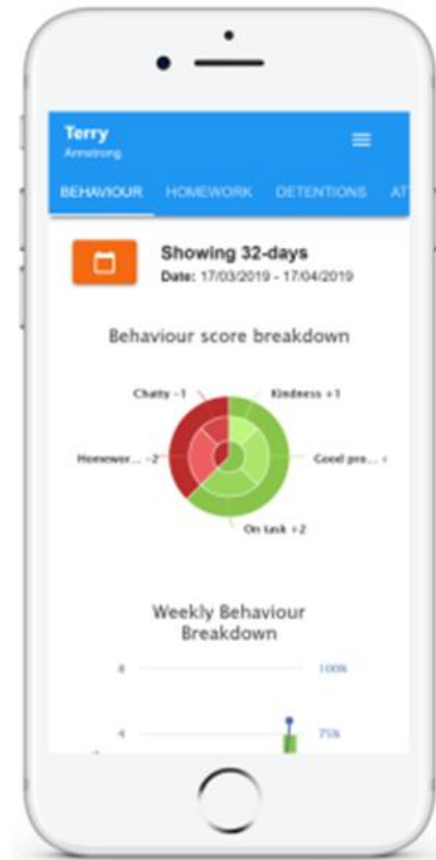
Below these graphs you can find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in, and how many points the award is worth.

The level of detail within each behaviour award depends on the settings that your school has enabled.

Detentions

If your school has decided to share detention information with parents, you will see the Detentions tab when viewing pupils from that school.

Selecting this tab will display a list of detentions which have been set for your child

Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.

Attended: Your child has sat this detention.

**Not attended**: Your child did not sit this detention.

Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.
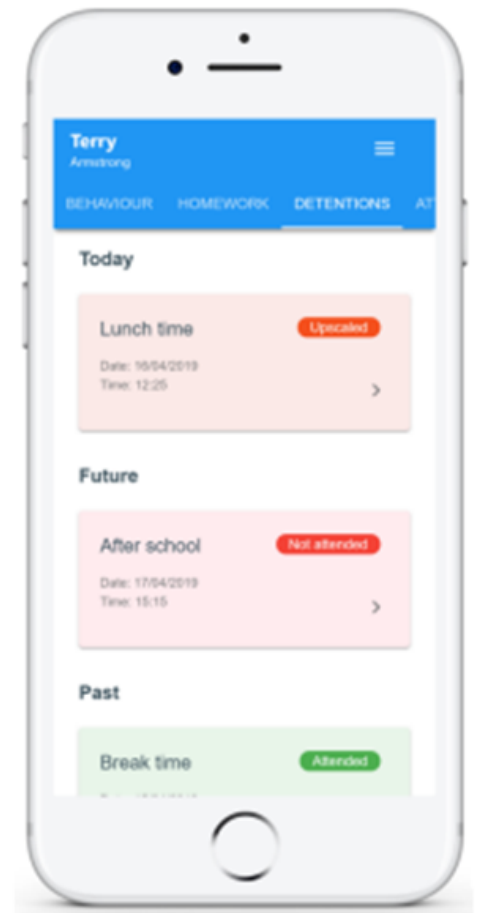
To view more information about a specific detention, click on the arrow icon.

This will bring up a popup that describes the detention, including the location for the detention, the awarding teacher and scheduling information.
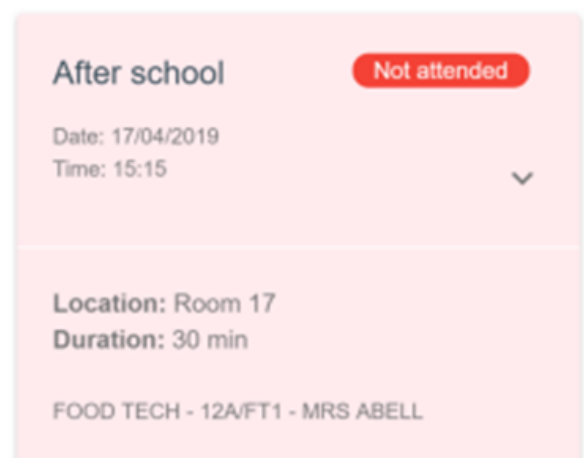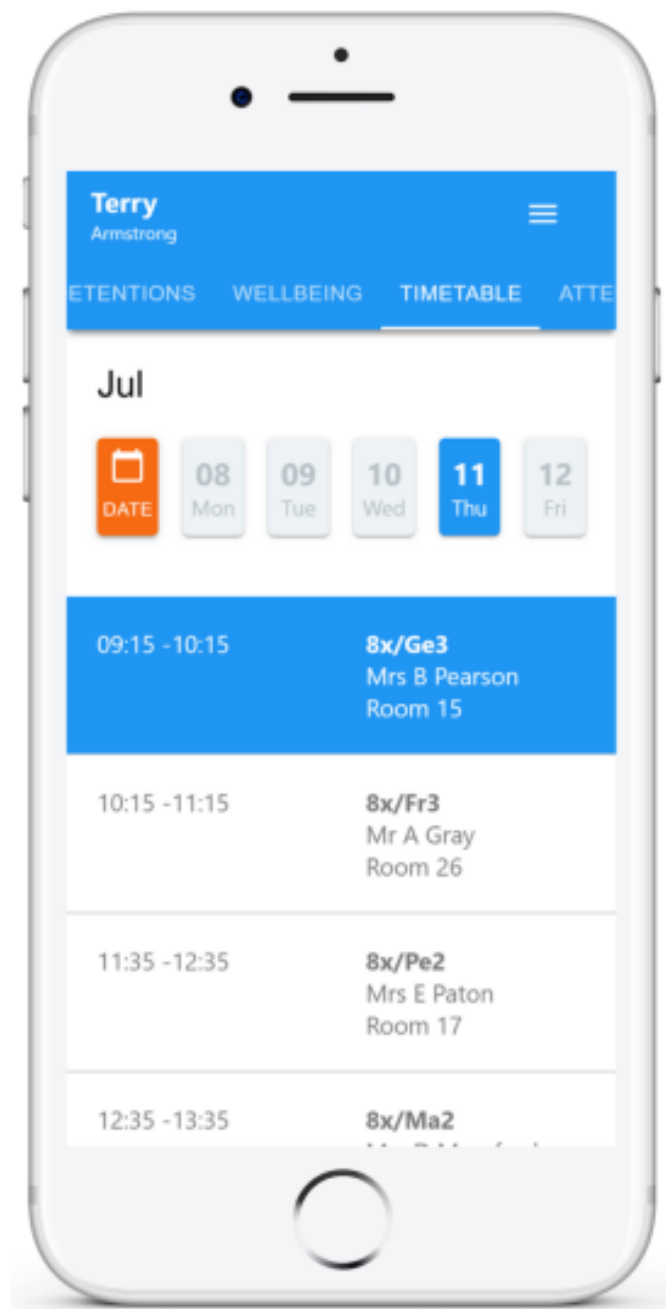
Timetable

If your school has decided to share timetable data with parents, you will see the Timetable tab when viewing pupils from that school.

Selecting this tab will present you with your child's timetable for the current day. This includes the time of each lesson, the lesson name, the teacher's name and the room where the lesson will take place.

Your child's current lesson will be highlighted in blue, as shown on the right.

To view timetable data for another day of the week, click on one of the other displayed dates along the top of the timetable.

To change the displayed week, click on the Date button and select a date from the week of your choice.

Announcements

If your school has decided to share announcements with parents, you will see the Announcements tab when viewing pupils from that school.

Selecting this tab will display a list of announcements that have been shared with you regarding the selected pupil.

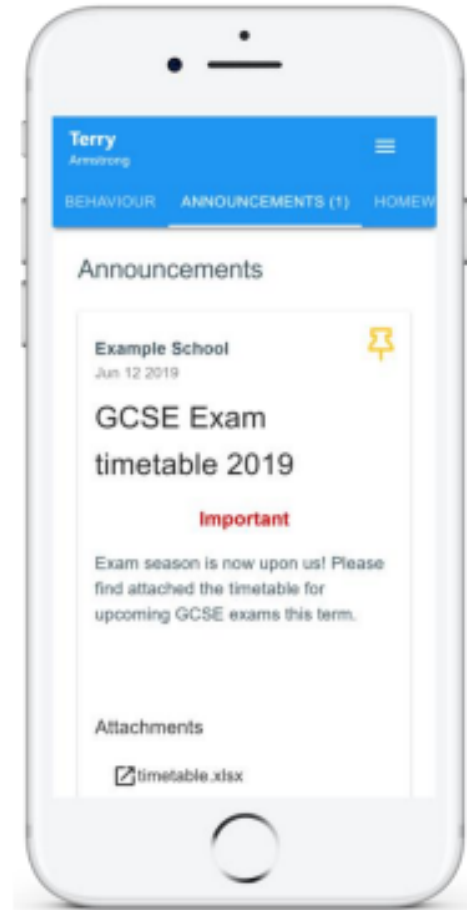Announcements with a pin icon will always stay at the top of the announcements list.

If you are viewing announcements from the main parent dashboard, click on the X icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual Announcements tab.

Depending on your school's setup, 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.