Allerton Grange School

ClassCharts

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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.

Logging in to Class Charts

1. Select Log In from the main page and enter your email address and password into the fields provided.

2. Click on the Log in button to begin accessing your Class Charts parent account.

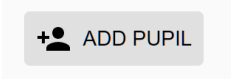If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled Remember me.

If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your

Forgot your password? Click here to reset.

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.
2. Enter the Parent Access Code that was provided to you by your school.
3. Enter your child's date of birth when prompted.
4. A confirmation message will appear and the child will be added to the left hand side navigation menu.
5. To switch between pupils on the desktop view, click on their name in the left hand side menu.
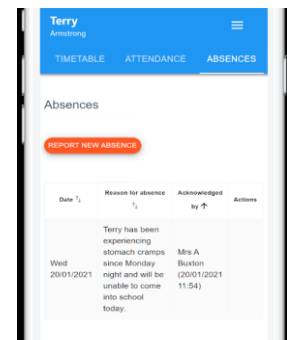
Attendance

- Selecting this tab will present you with a table of your child's attendance data for the past 31 days.

- To change the displayed timeframe of attendance records, click on the Date button and select the date range of your choice.

- Attendance records fall under four categories: Present, Late, Authorised absence and unauthorised absence.

- **Present**: Your child attended the lesson.

- **Late**: Your child was late to the lesson.

- **Authorised absence**: Your child did not attend the lesson, but had a valid reason for doing so.

- **Unauthorised absence**: Your child did not attend the lesson and did not have a valid reason to do so.
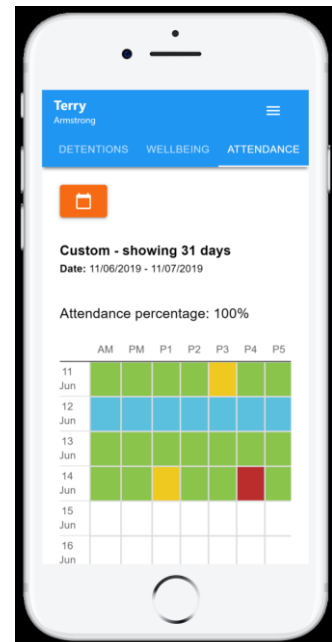
Absences

- Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.

- To report an absence, click on the Report new absence button.

- Next, enter the details of the reported absence into the form provided.

- You can also include up to 5 files in your absence report as supporting evidence. To do this, click on the Attach supporting evidence button and select the files of your choice.

- Click on the Submit button to send your pupil's absence report to their school. The absence can be edited and deleted until it has been acknowledged by a teacher.

Announcements

- 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.
- When necessary you can confirm or deny your consent for an announcement, click on the Give consent and Do not consent buttons respectively.

Behaviour

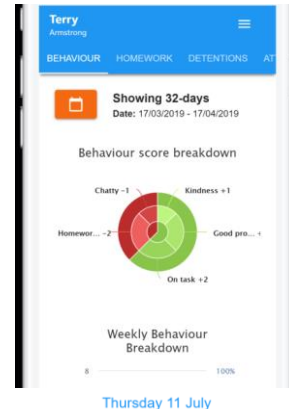- Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe.
- By default, the displayed date range is 31 days To view a different range of behaviour data, click on the Date button to select from the available 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.

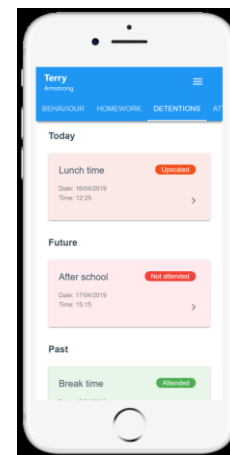- The level of detail within each behaviour award depends on the settings that your school has enabled.

Detentions

- 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.