HILLSIDE HIGH SCHOOL
CLASS CHARTS
PARENT GUIDE

EXCELLENCE
IN THE HEART
OF THE
COMMUNITY

MEMBER OF THE
WADE DEACON TRUST

Ofsted
Good
Provider

CONTENTS

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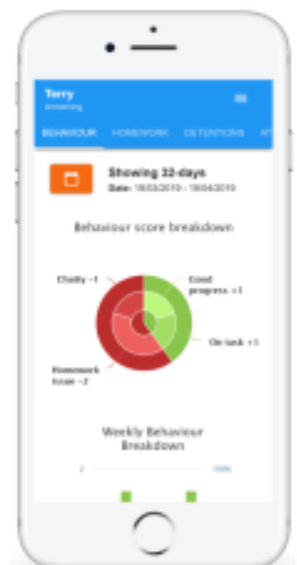
You should have received a Parent code from your school, which will look similar to the example code shown on the right.

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.

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.

Thursday 11 July

+1 **Terry Armstrong**

Reading awarded by Mr B Butterfield in 10A/Ar1.

09:20

-1 **Terry Armstrong**

Off task awarded by Mr B Butterfield in 10A/Ar1.

Disrupting the lesson

09:00

Hillside High Classroom Protocol

At the end of every lesson each pupil will be issued a number awarded on Class Charts based on their performance in the lesson by their classroom teacher. This number indicates their attitude and behaviour in that lesson:

Activity

Thursday 18 January

'1 - Outstanding in lesson': Expected behaviour followed 'The Hillside Way' and gone above and beyond [2 positive points];

> +2 **Demo Pupil**
> 1 - Outstanding in Lesson awarded by Mr M Campbell.
> 14:33

'2 - Good: Met Expectations in Lesson': Followed 'The Hillside Way' throughout the lesson [1 positive points];

> +1 **Demo Pupil**
> 2 - Good: Met Expectations in Lesson awarded by Mr M Campbell.
> 14:33

'3 - Requires Improvement in lesson': As the pupil has not demonstrated one or more aspects of 'The Hillside Way' – staff will award a 3 on Class Charts, [-1 negative point];

> -1 **Demo Pupil**
> 3 - Requires Improvement in Lesson awarded by Mr M Campbell.
> 17:51

'4 – Serious Cause for Concern': If your child has received a '4 - Serious cause for Concern' they may have had to be removed from lesson due to either an incident or poor behaviour. **Your child's teacher or progress leader will call you at the end of the school day** to discuss why your child was issued with a 4. [-2 negative point];

> -2 **Demo Pupil**
> 4 - Serious Cause for Concern awarded by Mr M Campbell.
> 07:17

This is what your notifications will look like in the Parent Class Charts app.

Emergency Buzzer Alerts

Emergency Buzzers are used by staff to call for support from a Progress Leader or member of Senior Leadership for a specific pupil:

Emergency Buzzer – If an emergency buzzer is issued for your child it will due to an incident either in lesson or out of the classroom.
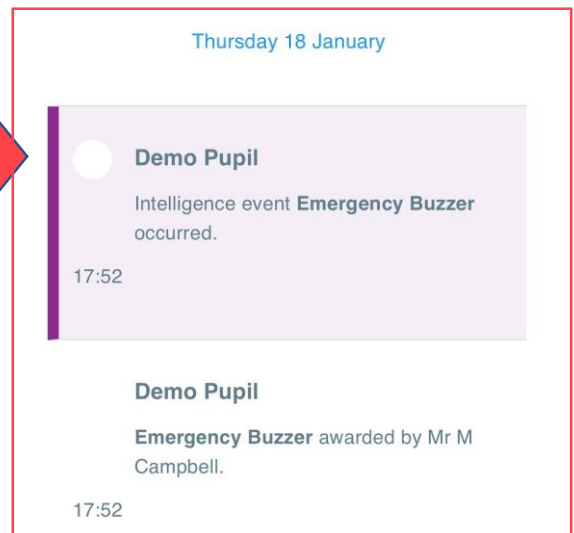
This will be used when a member of staff need urgent assistance from either a Progress Leader or member of senior leadership due to a number of factors:
* **Disruptive behaviour in lesson or on the corridors;**
* **Pupil is missing from lesson;**
* **Or medical assistance is required.**

This may result in the pupil having to be isolated.

A member of staff will contact you at the end of the school day (after 3pm) to discuss this incident with you further. Please reframe from contacting the school, we will be in contact with you at a convenient time.

Activity

Thursday 18 January

Demo Pupil
Intelligence event **Emergency Buzzer** occurred.
17:52

Demo Pupil
Emergency Buzzer awarded by Mr M Campbell.
17:52

This is what your notifications will look like in the Parent Class Charts app.

The Hillside Way

At Hillside we look to encourage positive re-enforcement and to 'catch pupils being good', following the Hillside Way. We expect pupils as a minimum to follow the 9 core Hillside ways to be a success in lessons and around the school.

As well as pupil receiving 1's and 2's in lessons for either Outstanding or good overall behaviour and attitude to learning in lessons, pupils may also displace some of the core Hillside Way values in lesson or around the school building.

Teachers can therefore award pupils positive rewards for other aspects of positive behaviour or achievements.
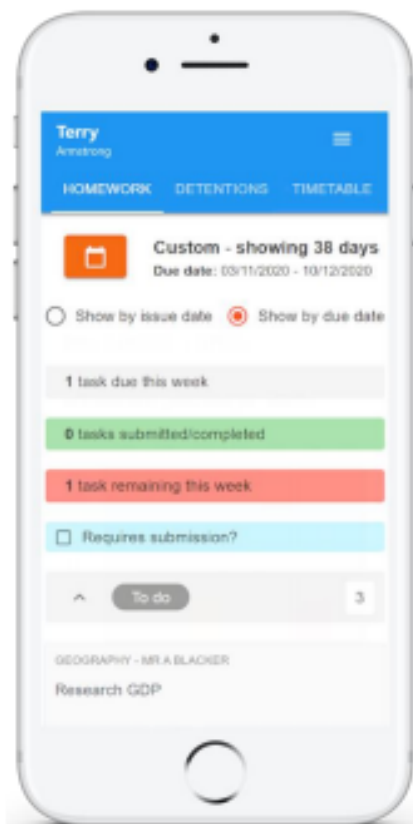
Homework

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

Selecting this tab will display a list of homework tasks which your child has been assigned to.

To change the date range for displayed homework tasks, click on the Date button to select from the available presets or create your own custom date range.

To display tasks in the order they were set, click on the Issue Date button

To display tasks in the order they are expected to be handed in, click on the Due date button.

To view a homework task in more detail, click on the expand icon in the bottom right hand corner of the homework tile.

A popup will appear that contains the a description of the homework task, the estimated completion time and any links or attachments that may have been included.

Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

To do

Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

Completed

Late: These are homework tasks that have been handed in past the deadline.

Submitted late

Not submitted: These are homework tasks that were not handed in on time.

Not submitted

Submitted: These are homework tasks that have been handed in on time.

Submitted

Keeping track of homework

As your child is assigned homework tasks, you may want track of how they are progressing for the current week.

The three banners above the homework status categories count the number of homework tasks that are due this week, how many of those tasks your child has completed and how many tasks they still need to complete.

To only see homework tasks that require an attachment submission, tick the checkbox labelled Requires submission.

1 task due this week

0 tasks submitted/completed

1 task remaining this week

☐ Requires submission?

If you are viewing the Homework tab via a desktop or laptop, expanding a homework status category will display a table overview of each homework task for the selected date range.

∧	To do							3
	Homework ↑↓	Teacher ↑↓	Lesson ↑↓	Issued ↑↓	Due ↑↓	Estimated time ↑↓	Type ↑↓	Feedback ↑↓
↗	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
↗	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
↗	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback

Homework attachment submissions

For certain homework tasks, your child may be asked to upload their work as an attachment. If your school has allowed it, you will be able to upload homework attachments on your child's behalf.

When viewing a homework task in more detail, you will see the Upload attachment button if your child's teacher is expecting their work to be uploaded.

To submit a homework attachment, click on the Upload attachment button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your child's teacher leaves feedback on one of their homework attachments, you will see a Feedback icon appear on the associated homework task.

To do   ✕

Write a book review
RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

☐ Completed?

Write a 500 word review on the book of your choice.

My attachments

⬀ My book review.doc   🗑

➕ UPLOAD ATTACHMENT

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

RECREATION - MRS A ABELL   ☐

Write a book review

Issued: Friday 20/03/2020
Due: Friday 27/03/2020

Feedback   ⬀

Attendance

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

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.
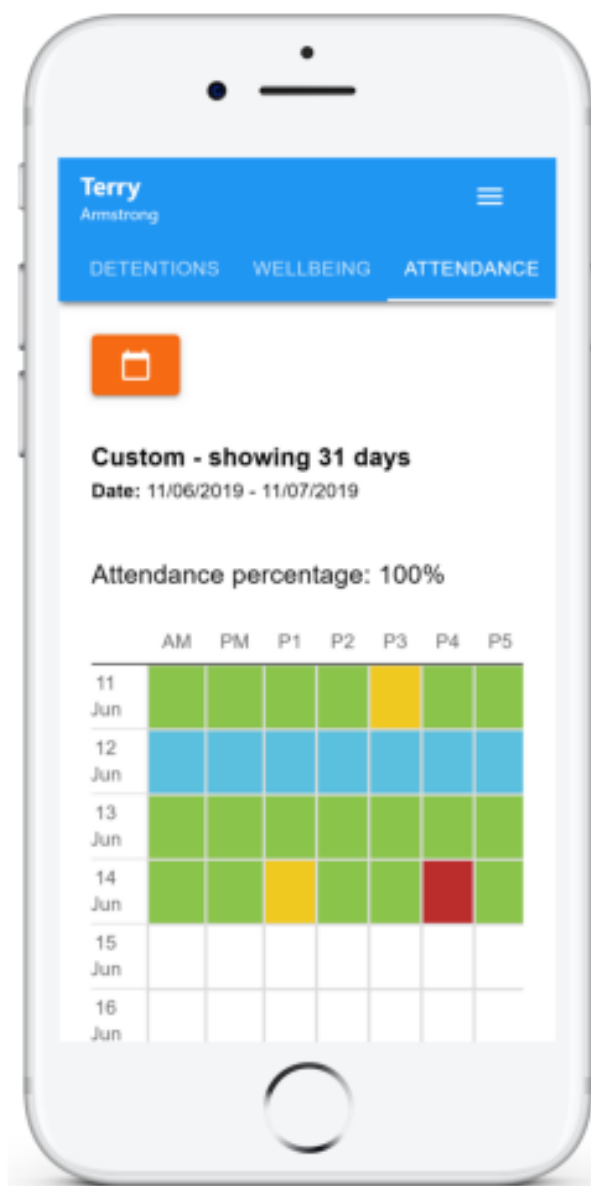
Timetable

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.
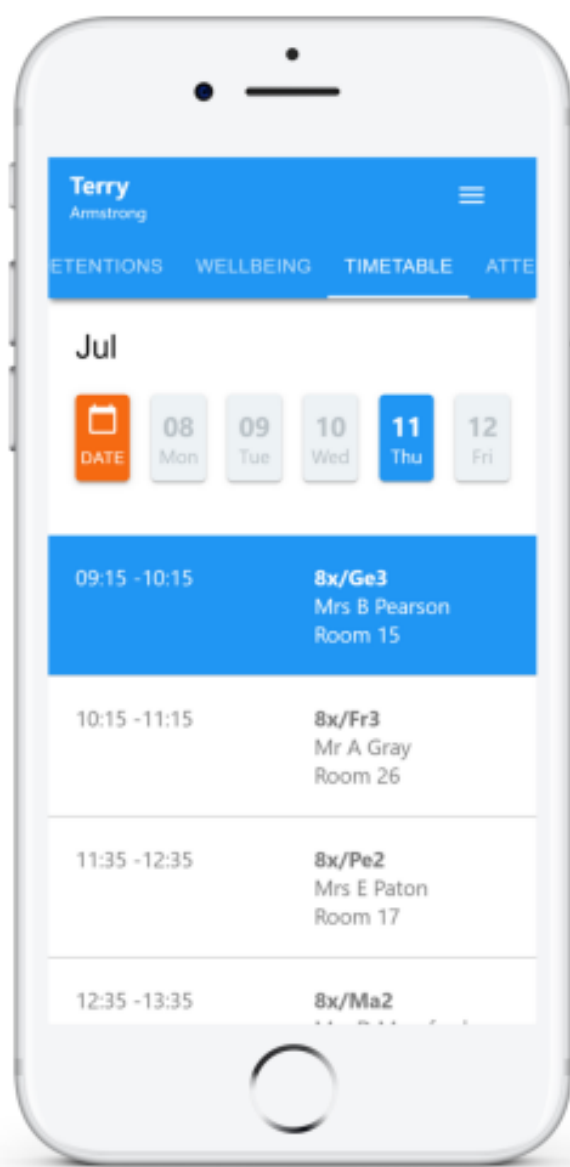
Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

LOG IN   SIGN UP

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

Email address *

Your email address

Password *

Your password

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

LOG IN

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

Remember me

If you have forgotten your password, click on the Forgot your password link. You will be prompted to confirm your email address so that a password reset email can be sent.
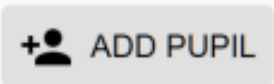
Forgot your password? Click here to reset.

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.

+👤 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.
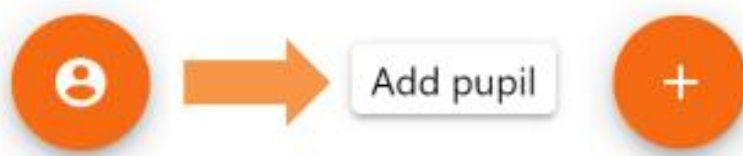Date of Birth
08/03/2006

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.

Adding additional pupils (app)

You are also able to add additional children through the Class Charts Parent app. To add another child to your account via the app, please follow the steps below:

1. Click on the Pupil icon in the bottom right hand corner of the app and select 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

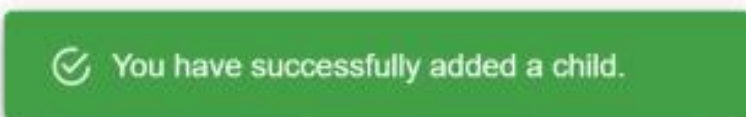**3.** Enter your child's date of birth when prompted.

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 pupil icon popup.

✓ You have successfully added a child.

Switching between pupils

If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

To switch between pupils on the desktop view, click on their name in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

Luke Johnson

Terry Armstrong

+👤 ADD PUPIL

You can check to see which pupil is currently selected by looking for the orange tab highlighting their name in the left hand side menu.

Terry Armstrong

To switch between children on the mobile app, click on the Pupil icon in the bottom right hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs.

Add pupil +

Luke Johnson L

Terry Armstrong T
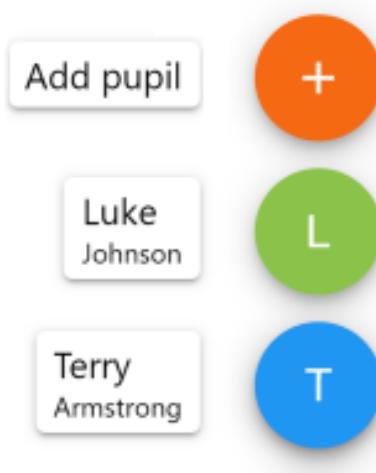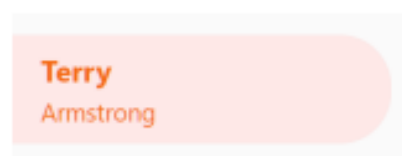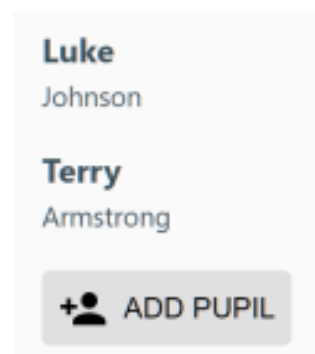
Account settings

If you're using the desktop view, you can access the account settings menu through the Settings button in the top right hand corner of the page.

If you're using the mobile app, these options can be accessed through the three lines menu in the top right hand corner.

SETTINGS   LOGOUT

≡

The Change password page allows you to enter a new password for your Class Charts parent account.
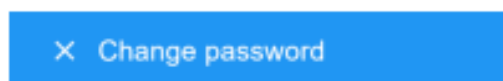
The new password must be a minimum of 8 characters long, but we also recommend including an uppercase letter, a lowercase letter, a number and a symbol.

× Change password

Current password

New password

Repeat password

The Account details page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.
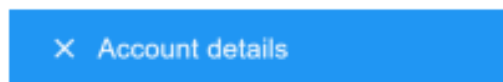
If you no longer wish to use your Class Charts parent account, click on the Delete Account option to permanently delete it. Should you change your mind, you will need to sign up again using the parent code provided to you by your school.

× Account details

Full name
Example parent

Email address
example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

"I don't have a parent code!"

Please contact your school and ask for a new parent code.

"I can't log in! "

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

"It says I don't have an account!"

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

"My password is incorrect!"

Please use the "Forgot your password" link to reset your password.

"I'm not seeing ____!"

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

"I would like to know more about your privacy policy"

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

https://www.edukey.co.uk/edukey-terms-conditions/