Parent Guide to using Class Charts
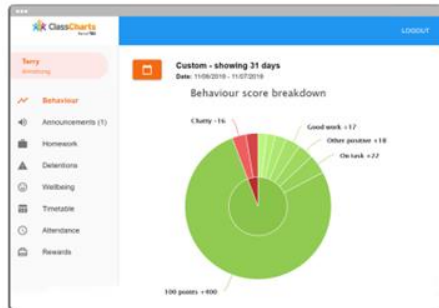
CARDINAL NEWMAN
CATHOLIC SCHOOL

What is Class Charts for pupils?

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. 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 the website, or through the iOS and Android apps.

Signing Up

You will receive a Parent Code from us to set up your account.

Select Sign up from the main page and fill in the form provided. Enter your parent code into the Access code field to complete the set up of your account.

Behaviour

You will see the Behaviour tab in your account. Selecting this tab will display your child's overall behaviour in the form of a pie chart and a bar graph. By default, the displayed date range is 31 days .

Below these graphs you will find a list of behaviour activity. 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.
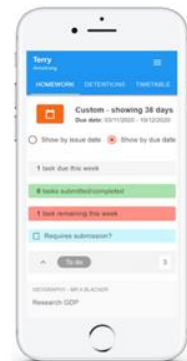
Homework

You will see the Homework tab in your account.

Selecting this tab will display a list of the homework tasks which your child has been given.
To change the date range for displayed homework tasks, click on the orange Date button.

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.

Detentions

If your school has decided to share detention information with pupils, you will see the Detentions tab in your account.

Selecting this tab will display a list of detentions which have been set for you.

Detentions fall under 4 categories: Attended, Not attended, Pending and Upscaled.
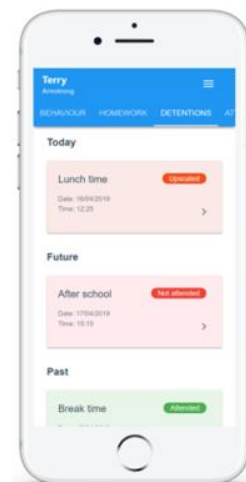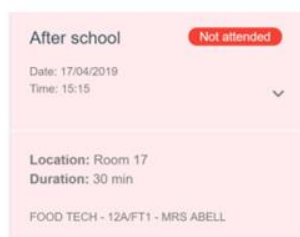
Attended: You have sat this detention.

Not attended: You have not sat this detention.

Pending: This detention has not been sat and has not been marked as Attended / Not attended by your teacher.

Upscaled: This detention has 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.

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Attendance

Selecting this tab will present your attendance data for the past 31 days.

To change the displayed timeframe of attendance records, click on the orange Date button and select the date range of your choice.
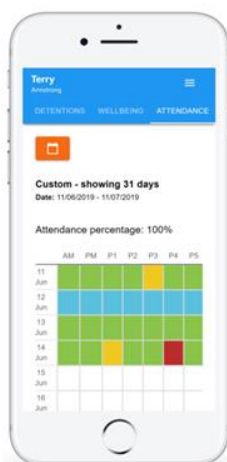
Attendance records fall under four categories: Present, Late, Authorised absence and Unauthorised absence.

Present: You attended the lesson.

Late: You were late to the lesson.

Authorised absence: You did not attend the lesson, but had a valid reason for doing so.

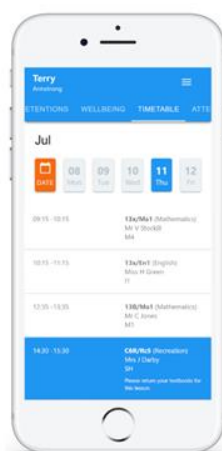**Unauthorised absence**: You did not attend the lesson and did not have a valid reason to do so.

Timetable

Selecting this tab will present you with your timetable for the current day. This includes the time for each lesson, the lesson name, the teacher's name, the room where the lesson will take place and the lesson subject. If your teacher has left timetable notes, you will also see them for the lesson in your timetable.

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

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

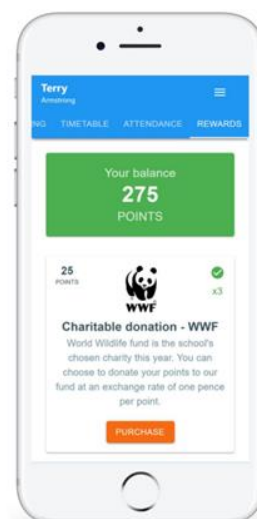To change the displayed week, click on the orange Date button and select a date from the week of your choice.

Reward Store

Selecting this tab will present you with the rewards that are available and how many points they cost.

The Balance number shows how many points you have available to spend.

To purchase a reward, simply click on the Purchase button below a reward.

If you have enough points, the cost will be taken away from your balance and the reward will be successfully purchased.

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.