



Dear Parent / Carer,

Thank you for your support and feedback through the challenges of the past year. In order to improve our home school communication, we intend to launch the Class Charts Application this term with both yourselves and also with students to support their independent organisation of their home learning. The launch of Class Charts is an exciting opportunity to revolutionise our communication with parents/carers and ensure all key information from school can be shared with home. Class Charts is an online system which schools use to track achievement and behaviour throughout the school day and set home learning.

We passionately believe in working closely with home, and know that we can improve engagement with school via all parents/carers and students accessing Class Charts information. One of the key benefits of using Class Charts is that we are able to securely share your child's achievements with you and keep you up to date in real-time. Class Charts will also communicate all your child's home learning in terms of what tasks are set, meaning that you and your child can keep track of their completion of home learning tasks.

Another benefit of moving to this system is that we will be able to send you essential information about your child and their learning as well as effectively communicate home learning and key messages from school on a regular basis.

### **Key questions you may have at this time:**

#### **What is the difference between School Gateway and Class Charts?**

The School Gateway will still be needed by all parents/carers and will be used for payments and to communicate your child's timetable and progress checks. Please note parent/carer School Gateway messages into school will no longer be a communication channel; if parents/carers need to contact school they should do so via [reception@laurencejackson.org](mailto:reception@laurencejackson.org) where enquiries will be forwarded to specific staff members. Class Charts will provide more

information about your child's education and will allow you to track their learning approach live during the school day, view assigned home learning tasks and access all announcements and letters from school.

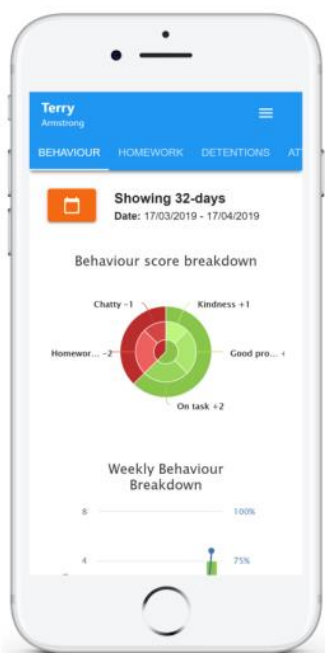
### What does this mean for home learning (homework)?

All home learning tasks will be set and explained via Class Charts (from 01.11.21). Until this point your child will continue to receive details of their home learning in their lessons and via their school emails. This system provides those at home with a personalised list of tasks that need completing using our normal home learning methods e.g. a Teams quiz. As a parent/carer these tasks will be visible to you to support your child's study at home. Home learning will be set by class teachers with students allocated a reasonable time frame to complete tasks, a period of 3 to 7 days as specified by the due date. Please note due dates may need to align with when lessons are timetabled. As we navigate the implementation of this new system the school's home learning policy will be updated, we will keep parents/carers informed via the LJS Parent Bulletin. At this time students can not submit work back via Class Charts so work will be physically handed in to teachers on paper or automatically submitted if the task involves Teams/Quizlet etc. Parent/carer and student support guides are referred to later in this letter to help explain in more detail the functionality of home learning on Class Charts.

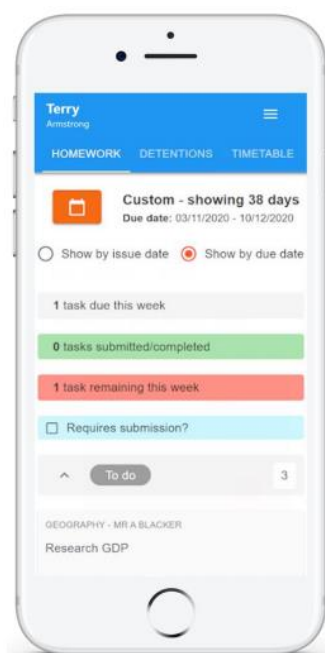
### What information will I have access to when I register and log in to Class Charts?

Examples of information available via the Class Charts app include:

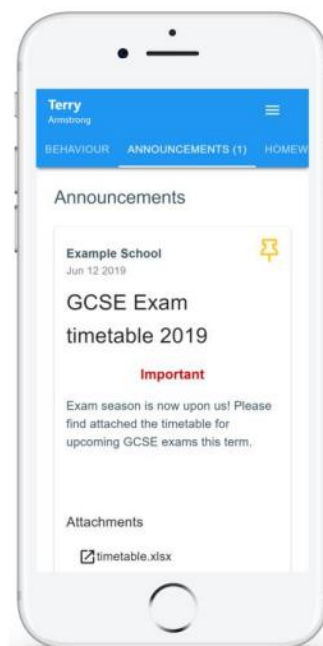
Behaviour Information



Home learning information



Announcements



### **What do I need to do next as a parent/carer?**

You will shortly receive your personal log in details to access Class Charts, (time line of dates available in this letter). Please then sign up and register for Class Charts. **For this to work effectively and improve home school communication, we need all parents/carers to sign up.** Each student has an assigned unique access code. Once you have been issued with a code, you will need to create an account and enter your assigned code. If you have more than one child in the school, you can enter additional codes directly into your created account. Once you have logged in, links to the Android and iOS parent apps are also available from this page. Please note that students are also going to be issued with codes to access their own Class Charts accounts. We are encouraging students to download the Class Charts app for their use at home to support their organisation and completion of home learning. Class Charts access for students represents a way for them to develop their independence in relation to being organised with their home learning and their own conduct in school.

### **Can multiple and/or separated parents have access to Class Chart for their child?**

Yes, however Class Chart student access codes will be sent out to the priority 1 named contact on the school system. This is our usual school home communication process. Any parent/carer can create their own Class Chart account, they just need their child's unique access code to then access that student's Class Chart information and receive school announcements. Please contact [reception@laurencejackson.org](mailto:reception@laurencejackson.org) to request your child's unique access code if you are a priority 2 named parent/carer contact.

### **What happens if I choose not to register with Class Charts?**

As of January 2022, all school communication will be via Class Charts. Parents/carers without Class Charts will not be able to access up to date school information, announcements and any home learning their child is set.

### **Please can you clarify how as a parent/carer I should communicate with school?**

If as a parent/carer you need to contact school, you can do so via telephone or by emailing school on [reception@laurencejackson.org](mailto:reception@laurencejackson.org). Enquiries will then be forwarded to the specific staff member who will endeavour to respond within 48 hours. Year manager emails and contact details are available on the LJS Parental Bulletin. Parental School Gateway messages should no longer be used as a way to communicate with school. Please can we also highlight that during the school day staff are working with your children and are not always available to take direct phone calls or respond immediately to an enquiry.

## What are the key dates I need to be aware of as a parent/carer?

- 14.10.21 onwards class charts parent/carer log in codes will be issued via School Gateway.
- 18.10.21 the Class Chart system will be switched on and go live from school to home. *Please note historical data can not be viewed for your child, the system goes officially live 18.10.21.*
- 18.10.21 student assemblies throughout this week on Class Charts including the issuing of student log in codes to allow students to have their own access to Class Charts.
- 01.11.21 the setting of home learning by staff will begin on Class Charts for parents and students to access.
- 01.11.21 Behaviour information via the gateway app will no longer be issued to parents/carers, all communication will be through Class Charts.

During half term 2, we will be continuing staff training on this new system with a view that by 04.01.22 all school communication and home learning will be fully established via the Class Chart model. As a school we have tried to ensure our implementation of Class Charts is appropriately planned and sequenced, however we ask for your patience and constructive feedback whilst we make adaptations once the system is in action. Parents/carers can raise Class Chart questions and constructive feedback via [reception@laurencejackson.org](mailto:reception@laurencejackson.org).

## Where can I get further information and support about Class Charts?

As a school we have created support guides for parents/carers and students. These documents are available on the school website and via links below.

Getting started guide for LJS parents/carers available by clicking [here](#) and QR code.



Getting started guide for LJS students is available by clicking [here](#) and QR code.



We look forward to your support over this year as we move to Class Charts and we thank you in anticipation of your help with this new school system.

Kind regards

Laurence Jackson School.