



Dear Parent/Carer,

As you are aware, we have been using *ClassCharts* for some time now and is used by thousands of schools nationwide. At Haywood Academy we have set our ClassCharts up to allow you to:

- Monitor your child's behaviour, both positive and negative
- View their weekly timetable
- Access details on assigned homework tasks
- Track scheduled detentions
- Receive important school announcements and reminders
- Review report cards
- Report absences

We are really pleased to inform you that we have now added a communication module to ClassCharts. This *Two-Way Messaging* feature in *ClassCharts* allows you to easily stay in touch with your child's teachers and form tutor. You will receive push notifications when new messages are sent. I have attached instructions for you to be able to use this function. Please keep in mind that staff will respond to messages within 48 hours where possible, given their teaching schedules.

As of the 15th October, we will no longer be using the MyEd app. Any communication will need to be through ClassCharts. In particular if you need to report a student absence, please use the feature in the Attendance section on the ClassCharts app to do this. If you need any assistance with accessing ClassCharts, please do not hesitate to contact our team on reception on 01782 853535. Alternatively visit our website for detailed guidance on using ClassCharts effectively <https://clt.haywood.coop/parents-and-carers/classcharts/>

Thank you for your continued support.

Yours sincerely,

Mrs S. Brailsford,
Assistant Principal for Behaviour and Standards