

20<sup>th</sup> September 2023

Our Ref: CED/KAG

Dear Parents and carers,

**Important Information About Communication Methods and Reporting Absences**

Hello,

We want to share some important news about how we will communicate with you and what to do if your child can't come to school.

We are continuing to use , MyEd and ClassCharts, to keep in touch with you. These apps help us share information about your child's school life, such as their progress, behaviour, detention notifications and school announcements. Students will be given a parent and student code for ClassCharts. MyEd is linked to the priority 1 phone number you have registered with us.

We won't be sending paper letters after 30<sup>th</sup> September 2023. All communication will happen through MyEd and ClassCharts, and you can access them from your computer or smartphone.

Starting now, if your child can't make it to school, please use MyEd to let us know. This will become the only way to report absences after October half term so it's important to learn how to do it. We will provide guidance.

To help you get comfortable with MyEd and ClassCharts, we've arranged special support sessions on these dates:

**Tuesday, September 26th, 2023, from 10:30 AM to 12:00 PM****Thursday, September 28th, 2023, from 3:10 PM to 4:00 PM**

No need to book an appointment, simply turn up. Younger siblings are welcome too.

If you have any questions or run into difficulties before or after these support sessions, don't hesitate to reach out to our attendance team **[CEdwards01@bckft.org](mailto:CEdwards01@bckft.org)**, **[LNutton01@bckft.org](mailto:LNutton01@bckft.org)**, **[NWhitaker01@bckft.org](mailto:NWhitaker01@bckft.org)** they are ready to assist you.

We will be running a prize draw on Monday the 2<sup>nd</sup> of October. To be able to win, you must have the MyEd app and have logged into ClassCharts parent account in the week beginning 25<sup>th</sup> of September

Thank you for your cooperation as we improve our communication methods and make things easier for you and your child. We look forward to a successful school year ahead.

Kind regards,

**Catherine Edwards**  
**Assistant Head for Attendance, Systems and Processes**

CEO: Shirley Watson

Chair of Academy Trustees: John Winkley

Headteacher: Biman Dey

# 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@dukeway.co.uk

Access code (provided by school)  
 ABC123

Name  
 Example parent

Password  
 1234567890

Repeat password  
 1234567890

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.

**Date of birth confirmation**

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth  
08/04/2007

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.



Connecting parents, students and schools

After downloading...

1. Search for the school

MY Ed  
 Connecting parents, students & schools

**SELECT A SCHOOL**

School Name or Postcode

Search

2. Select the school

MY Ed  
 Connecting parents, students & schools

**SELECT A SCHOOL**

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Beckfoot Upper Heaton

Search

SELECT

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Beckfoot Upper Heaton

3. Enter details

MY Ed  
 Connecting parents, students & schools

**YOUR DETAILS**

Your Full Name

Your Mobile

Your E-Mail Address

Link Account

**Note:** to access 'My Student' you need to enter the number given to school as a priority 1 contact

YOU CAN NOW ACCESS OUR APP!

MY SCHOOL  
 Beckfoot Upper Heaton

CONTACTS

RESOURCES

HEAD'S BLOG

STAFF ACCESS

FEEDBACK

Twitter

My School Resources Ed Fun My Students Settings

5. Select the school

MY Ed  
 Connecting parents, students & schools

**SELECT A SCHOOL**

Beckfoot Upper Heaton

SELECT

4. Enter code received on text

MY Ed  
 Connecting parents, students & schools

**SECURITY CODE**

You will soon receive a short security code sent to your Mobile please enter into the box below and click **Create Account**.

Security Code

Create Account

If your security code has not arrived after 5 minutes please click very to resend a new code.

Resend Code