

20th 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 30th 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, LNutton01@bckft.org, NWhitaker01@bckft.org they are ready to assist you.

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

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.

4. A confirmation message will appear, indicating that the sign up process is complete. Verify your email address to continue.

LOG IN SIGN UP

Example form fields:

- Email address: example@dukeway.co.uk
- Access code (provided by school): ABC123
- Name: Example parent
- Password: [Redacted]
- Verify password: [Redacted]



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



Connecting parents, students and schools

After downloading...

1. Search for the school

Search for school screen showing a search bar with 'Beckfoot Upper Heaton' and a keyboard.

2. Select the school

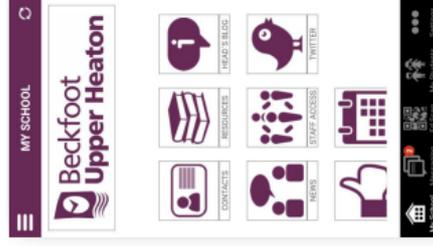
Select a school screen showing a dropdown menu with 'Beckfoot Upper Heaton' selected.

3. Enter details

Enter details screen with fields for 'Your Full Name', 'Your Mobile', and 'Your E-Mail Address', plus a 'Link Account' button.

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!



5. Select the school

Select a school screen showing a dropdown menu with 'Beckfoot Upper Heaton' selected.

4. Enter code received on text

Enter security code screen with a 'Security Code' field and a 'Resend Code' button.

