13th January 2025

Dear Parent/Carer

I am writing to you about a new system we are using at Sheffield Springs Academy called Class Charts. This will work alongside Arbor as we work hard to improve communication with you. This piece of software is used by thousands of schools across the country. Class Charts will enable you to access your child’s weekly timetable, keep track of their behaviour in school and, if necessary, receive alerts about behaviour interventions, such as scheduled detentions.

All parents will have a unique login for their child. 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 our website, or through iOS and Android apps. Your unique parent code details will be sent to you.

You will use this code to set up your Class Charts parent account. To register and sign in, please follow the steps outlined on our school website: <https://www.sheffieldsprings-academy.org/classcharts>

**Monitoring Positive and Negative Behaviour**

Class Charts enables us to share behaviour information with parents and carers. Within the platform, there are several functions that will provide you with an overview of your child’s achievement and behaviour data, which you can customise to view specified timeframes. You will be able to interrogate the system to find the information behind each behaviour event. One of the advantages of this system is that it will provide the granular detail, including every behaviour log that is recorded. If your child’s behaviour is causing concern, please contact your child’s Head of Year via email in the first instance. Please be aware that many staff will see over 250 students each week. Therefore, it will not be possible for staff to call you instantly or take a call from you about every piece of information that they log on Class Charts. If you do request further information from a teacher, please be aware there is a 48 hour call back time. However, I would like to reassure you that if there is an emerging concern about negative behaviour, your child’s form tutor, teacher, Head of Year, or a member of our Behaviour Team will contact you directly to discuss the matter in those cases.

Our policy regarding detentions has not changed; however, rather than receiving a text to notify you of a detention, **you will now receive a notification through Class Charts.** In the first week of using the system, we will continue to text parents, as well as notifying you through Class Charts, just in case there are any issues with the roll out of the new system. We would also ask that you contact us if you do not receive a notification through Class Charts.

**Praise and Rewards**

All staff in school will reward students for ‘Positive Behaviour’ through Class Charts. When you open the platform, you will see the ‘Badges’ tab, which allows you to view the rewards your child has received. Badges are a way for us to inform you when significant positive behaviour goals have been achieved. Your child will be issued with a digital badge when they meet the criteria to receive this. Every child will also be given a badge to wear on their school blazer, which will be presented to them during an end of half term assembly. We hope that the introduction of Class Charts will go smoothly, and we will help parents with this process by publishing information on the school website. We believe that the use of Class Charts will develop and improve home-school communication. Evidence suggests that when school and home are working together, students have a greater chance of success. Class Charts is incredibly powerful and as we launch it to you, we have not activated all features. When we activate any new features, we will fully launch these with you to make you aware. We are confident that Class Charts will provide you with an insight into your child’s day at school and how well they are progressing. Detailed information regarding the functionality of Class Charts can be found on the school website here: <https://www.sheffieldsprings-academy.org/classcharts>

If you have any queries regarding Class Charts please email the academy using enquiries@sheffieldsprings.org in the first instance.

Yours faithfully,

A close up of a signature

Description automatically generated

Claire Cartledge

Principal