



**Arnold Hill
Academy**

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schooloffice@arnoldhillacademy.co.uk

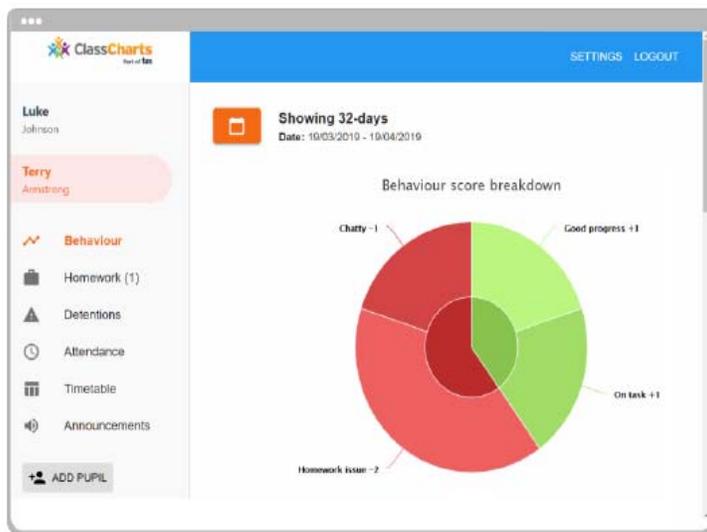
www.arnoldhillacademy.co.uk

Be inspired and achieve together

How to set up your Class Charts account

Class Charts is our new system that allows parents to keep track of their child's behaviour, view attendance records, access their timetable, track scheduled detentions and view announcements from Arnold Hill Academy.

If you have more than one child at our Academy, you can access Class Charts information from a single centralised parent account. Class Charts can be accessed via the Class Charts website (www.classcharts.co.uk) or the iOS and Android apps.



You will shortly receive a letter from Arnold Hill Academy with your personalised Parent Code.

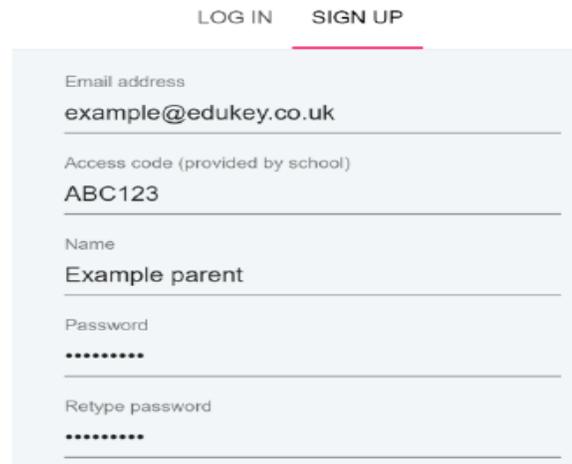
Arnold Hill Academy is part of the Spencer Academies Trust
Registered office: Arthur Mee Road, Stapleford, Nottingham NG9 7EW
The company's registered number is 7353824



This is used to set up your account.

In order to set up your account, select the Sign up tab on the main page and complete the form provided.

Enter the parent code into the Access code field:



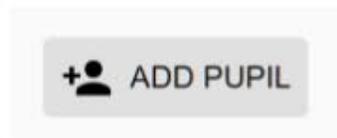
The image shows a sign-up form with two tabs at the top: "LOG IN" and "SIGN UP". The "SIGN UP" tab is selected and highlighted with a red underline. The form contains the following fields:

- Email address: example@edukey.co.uk
- Access code (provided by school): ABC123
- Name: Example parent
- Password: (masked with dots)
- Retype password: (masked with dots)

- Please note that your Access Code is not the same as your password. The access code is only needed for the initial sign up.
- Click on the Sign up button
- 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.
- A confirmation message will appear telling you that the sign up process is complete.

Once you have signed up to Class Charts, you can log back into your parent account at any time. Siblings can be added to your original account. You can do this by:

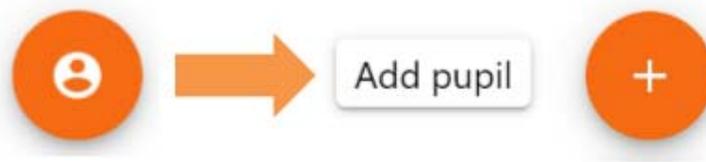
- Click on the Add Pupil button on the left hand side navigation menu



- Enter the Parent access code for the pupil you wish to add to the account
- Enter your child's date of birth when prompted
- A confirmation message will appear when this has happened successfully.

It is also possible to add children using the Class Charts Parent app.

- Click on the Pupil icon in the bottom right hand corner of the app and select Add pupil



- Enter the Parent access code for the student
- Enter the date of birth when prompted
- A confirmation message will appear and the child will be added to the pupil icon popup.

Once you have successfully set up your account, it will be possible to see the achievement, behaviour, detention, attendance and timetable information for your child by selecting the relevant tabs.

Please be aware that the default date range for accessing behavioural and attendance data is the past 31 days. However, you can selecting a new date by using the Date button or creating your own custom date range.