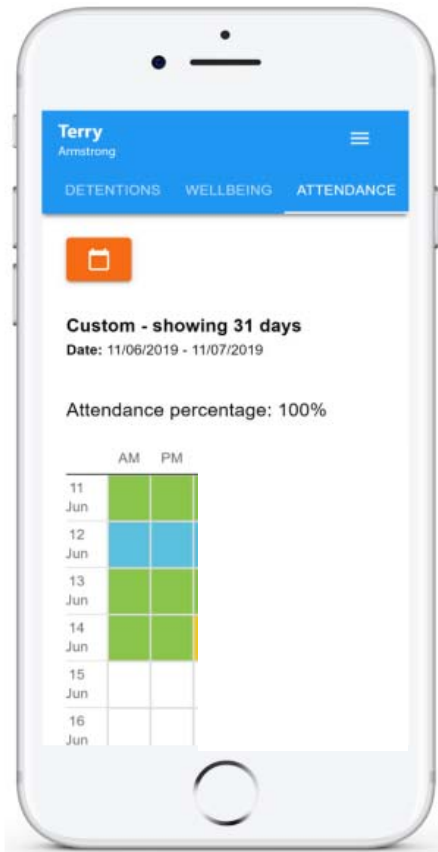




How to use Class Charts

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.

To view your child’s attendance, click on the Attendance tab.



The default view is for the past 31 days.

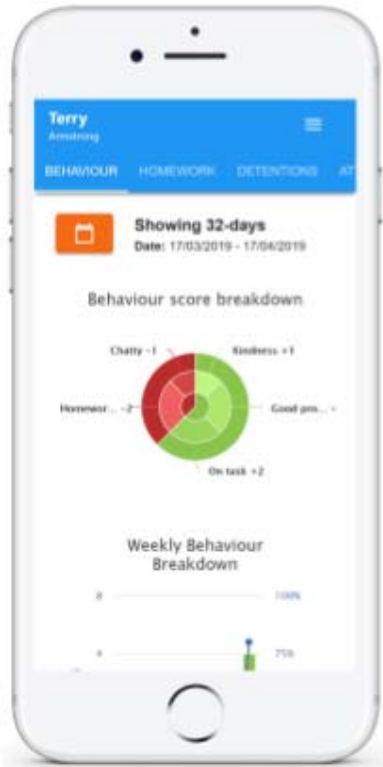
To change the date, click on the Date button and select the date range of your choice. Attendance records fall under four categories:

- Present – Your child attended AM/PM registration
- Late – Your child was late to AM/PM registration
- Authorised absence – Your child did not attend AM/PM registration but had a valid reason
- Unauthorised absence – Your child did not attend AM/PM registration and did not have a valid reason for doing so.

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



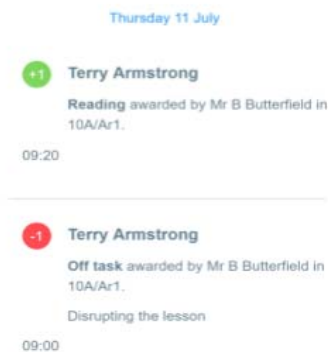
To view your child's behaviour, click on the behaviour tab.



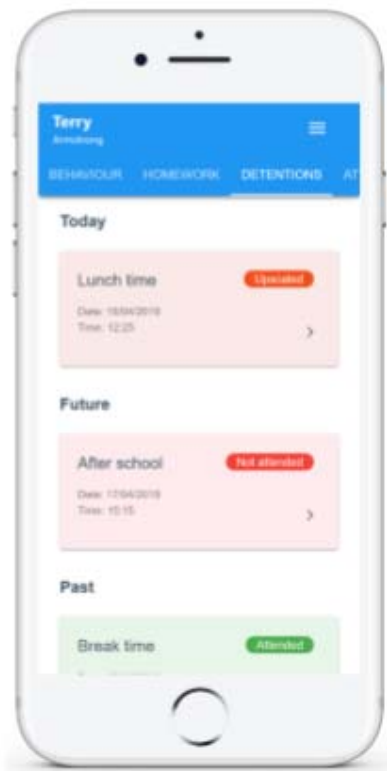
The default view is for the past 31 days.

Selecting this tab will display multiple graphs which represent an overview of your child's achievement and behaviour data within a customisable timeframe. To view a different date range, click on the date button to select from the available pre-sets or create your own custom date range.

Below the graphs you will find a list of behaviour activity relating to your child. These display the behaviour that was awarded, when it was awarded, who awarded the behaviour, the lesson the behaviour was awarded in and how many points the award is worth.



If your child has received a detention, this can be viewed via the detentions tab.



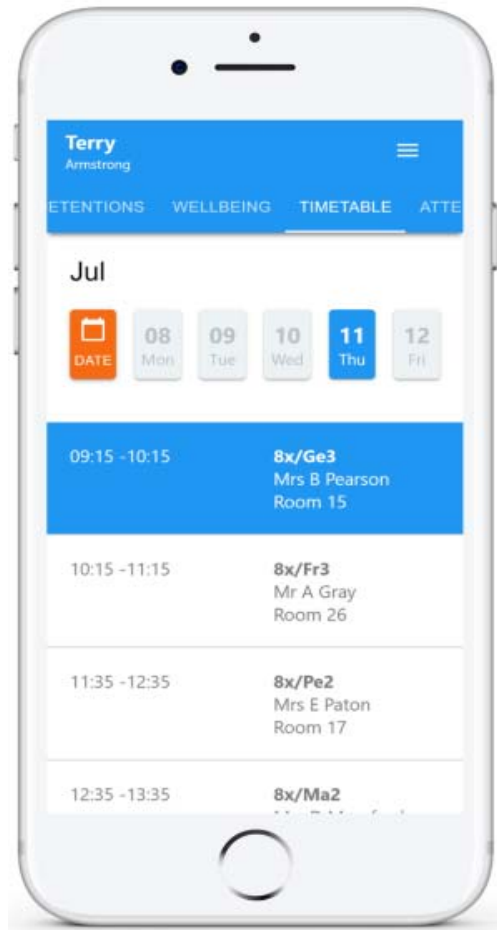
Detentions fall under four categories:

- Attended – Your child has sat this detention
- Not attended – Your child did not sit this detention
- Pending – This detention has not been sat yet
- Upscaled – Your child’s detention has been escalated into another type of detention

To view more information about a specific detention, click on the arrow icon. This will bring up a popup that describes the detention, including the location for the detention, the awarding teacher and the scheduling information.



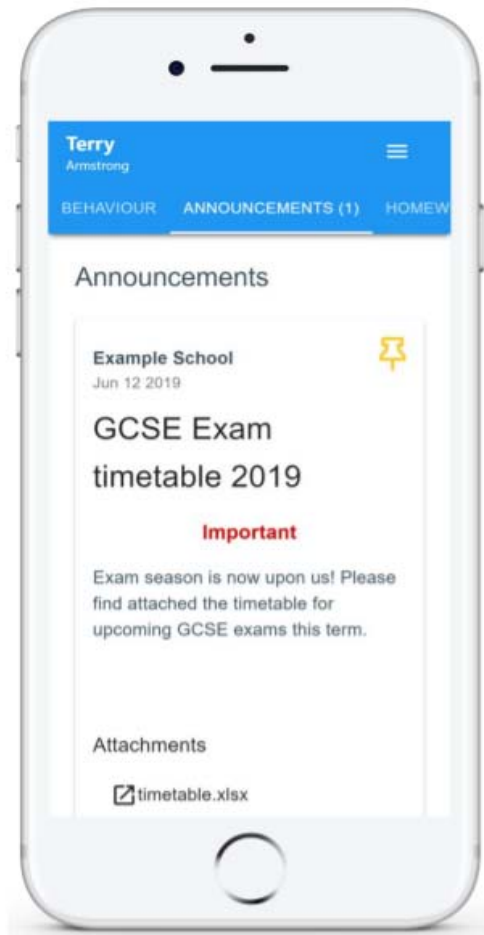
To view your child's timetable, click on the timetable tab.



Selecting this tab will present you with your child's timetable for the current day. This includes the time of each lesson, the lesson name, the teachers name and the room where the lesson will take place.

Your child's current lesson will be highlighted in blue as shown above. To view timetable data for another day of the week, click in one of the other displayed dates along the top of the timetable. To change the displayed week, click on the date button and select a date for the week of your choice.

Class Charts is also offering a school announcement service. This will allow you to see a list of announcements that have been shared with you regarding your child. To view these, you will need to click on the Announcements tab.



Announcements with a pin icon will always stay at the top of the announcements list.

If you are viewing announcements from the main parent dashboard, click on the X icon in the top right hand corner of an announcement to dismiss it.

Dismissed announcements can be viewed again in the pupil's individual Announcements tab.

For more information on Class Charts, please email: arnoldhillclasscharts@arnoldhillacademy.co.uk