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Headteacher:
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Biddick
Academy

1st March 2022

Dear Parent/Carer,

We are pleased to announce the extension of Class Charts to include some new exciting features. We are confident that you will find the new elements helpful in communicating with staff at the Academy, as well as understanding your child's day-to-day performance.

Class Charts Messaging

We are always looking for ways to further improve communication and ensure that as parents and carers, you receive the updates and information you require, as soon as possible. To date, the use of 'Announcements' on Class Charts has proved popular with parents/carers and therefore we will be expanding Class Charts as a primary means of sharing straightforward information updates with you. Over the next few months, we will be rolling out Class Charts Messaging, starting with absence messages on a morning.

Reporting Student Absence

We ask all parents/carers to continue to contact the Attendance Team at the earliest opportunity to report absences by telephone or email.

- Telephone: 0191 511 1600 – Option 1
- Email: attendance@biddickacademy.com

From Monday 7th March, if your child is absent from school and the reason has not been reported to the Academy, you will receive a message via Class Charts notifying you of your child's absence. This replaces our current method of the Attendance Team telephoning parents and carers. Upon receipt of the message, you should contact the Academy via telephone or Class Charts message to inform us as to the reason for your child's absence.

In order for you to receive the message notification, you will need to have the Class Charts app installed and notifications enabled in your phone settings. We would ask that you check this at the earliest opportunity to check that you receive essential attendance information via Class Charts message.

In order to assist you with this, we will be sending a **series of test messages on Wednesday 2nd March**, if you do not receive these messages, it is essential that you check your notification settings and adjust them. Otherwise, you may miss important information relating to your child's attendance at school.

If you have not downloaded the Class Charts app, you can download Class Charts at the Google Play Store or the Apple App Store. Or, you can create an account via any browser on a PC or Mac by navigating to - <https://www.classcharts.com/parent/login>



Please ensure you download **Class Charts PARENTS**.

To create and access your account you will need a unique parent access code which can be obtained by contacting Miss Sparks via sparks.j@biddickacademy.com or 0191 5111600 who will provide you with your code.

When receiving and replying to messages, please remember that any urgent or safeguarding matters should be reported by telephoning the Reception at the Academy.

Please do not hesitate to contact us if you require any assistance.

On-Report Cards

We are also moving report cards onto Class Charts too. This will make it much easier for you to see how your child is progressing throughout the day or week, as well as adding comments as a parent/carer.

On rare occasions we use report cards to support our students, for example to improve punctuality or to monitor positive attitudes to learning. If your child is placed on report, your child's Assistant Head of Year or Head of Year will still be in touch to explain the reasons for this. However, rather than your child carrying a paper report card from lesson to lesson, the 'on-report' card will appear on Class Charts, where both you and your son/daughter can view it day-by-day. As a parent or carer, you can also add comments reflecting your child's progress, we would encourage you to do this. We hope that by moving online with report cards, parents and carers will find this a more accessible way to support their child's learning and progress at school.

As ever, your feedback on the changes made at the Academy is very welcome. Please do not hesitate to get in touch with your comments and suggestions, this helps us greatly to understand your experiences as a parent and enables us to build a stronger partnership with you.

Yours faithfully,

Mr T. Delf
Senior Deputy Headteacher