

8th September 2023

Dear Parent/Carer,

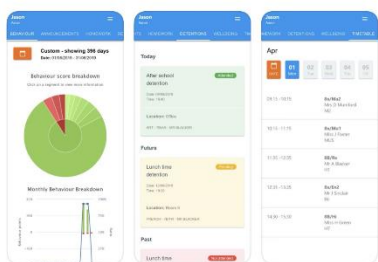
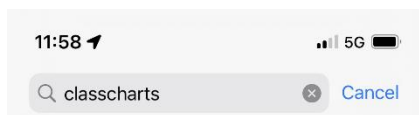
Home- School communication at Royds Hall Academy

We are delighted that you have selected Royds Hall Academy for your child and we look forward to working with you to support your child to achieve their personal best across this academic year. Effective home school communication is essential for students to be successful in school and I would like to outline the main forms of communication that we use at Royds Hall Academy to facilitate this.

Class Charts

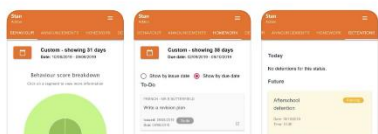
At Royds Hall Academy we use a website called Classcharts to record student homework, student achievement points and to celebrate success. Classcharts is also used to record instances where students have not met expectations. Through the **Classcharts app**, parents can view the live achievement and behaviour points for their child. Classcharts is our method of notifying parent/carers of any same day after school detentions that their child has been awarded. Therefore it is essential that all parents download the Classcharts app and check it regularly to ensure effective communication between home and school. If you are unable to download the app, Classcharts can also be accessed via the website addresses below.

All Year 7 students were given a letter on the 6th September 2023 which had their log in details for Classcharts and the log in details for a parent/carers account. All Year 8- 11 students and parents will already have log in details for the student and parent account and should continue to use these. **If you do not have the log in details for Classcharts for either your child or the parent account, please email your child's form tutor in the first instance (first name.second name@sharemat.co.uk)**



Parent Guide for Logging into Class Charts

1. Open www.classcharts.com/parent/login
2. Enter your email address
3. Choose 'I don't have an account yet'
4. Enter your parent access code and name
5. Choose a password
6. Click Log-in!



Student Guide for Logging into Class Charts

1. Go to www.classcharts.com/student/login
2. Enter your student access code, remember to keep this safe!
3. Click Log-in!

Please keep the above log in details in a safe place and ask your child to make a note of their log in details in their school planner, if they have not already done so.



The Student planner

All students have been issued with a student planner. They **MUST** have this in school each day and must keep it neat and professional. There is a wealth of important information in the student planner, which students have become familiar with over the last few days.

We require all parents/carers to read and complete/sign the following pages in their child's student planner by **Monday 11th September**

- **Page 2**- Emergency contact details
- **Page 12/13**- Parent/Carer Home school agreement
- **Page 29**- Medical Permission form

Email letters

We use email to send **all our letters** to parents and carers. This requires us to have **email addresses** for all our parents/carers. If you have not yet supplied us with your email address or need to update us, please contact the school royds.office@sharemat.co.uk.

Post

We send some letters via post and therefore it is crucial that you **notify us immediately of any changes to your address**. We also need to hold two phone numbers for each student which can be used to contact parent/carers in an emergency. If you have not yet supplied us with two phone numbers or need to update us of any, please contact the school at royds.office@sharemat.co.uk

The School website

We use the school website to post key information for students and parents, so this should be checked regularly. We also provide updates via the Royds Hall social media platforms.

If you require any further information, or have difficulty downloading the apps, please do not hesitate to contact school. Should you require this information in an alternative format, please contact royds.office@sharemat.co.uk.

Yours faithfully

E. Devane

Miss E Devane
Associate Headteacher