

Communication Via Class Charts



Wetherby High School is a restorative school and our relationships with you and your child sit at the heart of what we do and how we do it. These relationships are built through regular communication between school and our families.

Class Charts can support and centralise our communication, however we would not want this to replace communication face to face or by the telephone on occasions where this is in the best interests of your child or our relationship with you as a parent/carer. Please still pick up the phone and give us a call if that is the best way to catch up and have a discussion about your child and please continue to come to Meet Your Coach Day and Parents Evenings as these help us to know your child really well and talk to you about how they are doing.

Below is a guide to the 2 communication methods within the Class Charts App.

1) Messaging

You will see the Messaging tab in each child's account.

Selecting this tab will show you a list of staff that you are able to send and receive messages from. This will include your child's Coach, their Year Manager and their Head of House. To send a message to a specific member of staff, select their name from the list. You will also be able to reply to messages sent to you by any other member of staff.

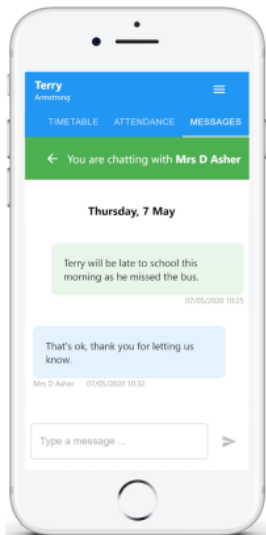
If you have received a new unread message, you will see a red dot on the Messaging tab and the teacher's name:

Messaged

DA Mrs D Asher
2 hours ago

SD Mr S Dumbell
9 days ago

When you click on this you will be presented with a messaging thread between you and the selected teacher.



To send a message, type into the text field provided and click on the green send icon.

Sometimes a member of staff may lock a message thread to you after the conversation has finished to help us manage the messages, in this case the following message will show:

This thread was locked

Staff will regularly archive messages to help keep the messaging system clear and current, when a member of staff archives a message it will disappear from your screen.

2) Announcements

You will see the Announcements tab when viewing your child's account.

Selecting this tab will display a list of announcements that have been shared with you regarding your child.

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

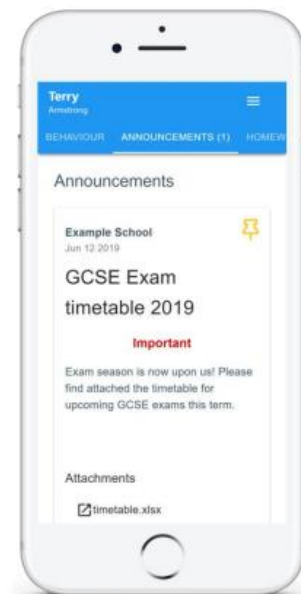


An announcement may have an attached document for you to read e.g. a trip letter or an exam timetable.

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 your child's individual Announcements tab.

You may receive announcements that require your consent.



Consent

GIVE CONSENT

DO NOT CONSENT

Comment

I give my consent for Terry to take part in this week's after school revision club.

SAVE COMMENT

To confirm or deny your consent for an announcement, click on the Give Consent or Do Not Consent buttons respectively:

You can also leave a comment regarding your consent.

Enter the comment of your choice and click on the Save comment button.