

18 January 2017

Re: School-parent communication

Dear Parent/Guardian of **Student Name (Tutor group)**

We would like to inform you that we recently started using Class Charts at West Coventry Academy. We believe that working closely with parents is a key ingredient to providing the best possible education for your child. Class Charts is an online system which allows us to track achievement and behaviour throughout the school day. One of the key benefits of using Class Charts is that we are now able to securely share your child's rewards and behaviour report with you and so keep you up to date in real-time. To access this information you and your child needs to use these unique access codes:




The student access code for **student name** is: **student code**

Your parent access code is: **parent code**

Please use your code to create an account at: <https://www.classcharts.com/parent/login>

Links to mobile phone apps are also available to parents from this page. If you have more than one child in our school, then you can enter additional codes once you have created an account and are logged in. Please do get in touch if you have any questions.

Following feedback from parents to further improve communication we have now three information-sharing platforms in place (please see below). These are of course in addition to the parent evenings, phone conversations and face-to-face meetings available to you.

	<ul style="list-style-type: none">• To inform you and your child of their homework• To send out revision resources
	<ul style="list-style-type: none">• To inform you and your child of their rewards points• To provide background on behaviour points including detentions
	<ul style="list-style-type: none">• To send out electronic documents (letters, newsletters, progress reviews)• Integrated with Parentpay

Yours sincerely,

Gina O'Connor

Gina O'Connor
Headteacher