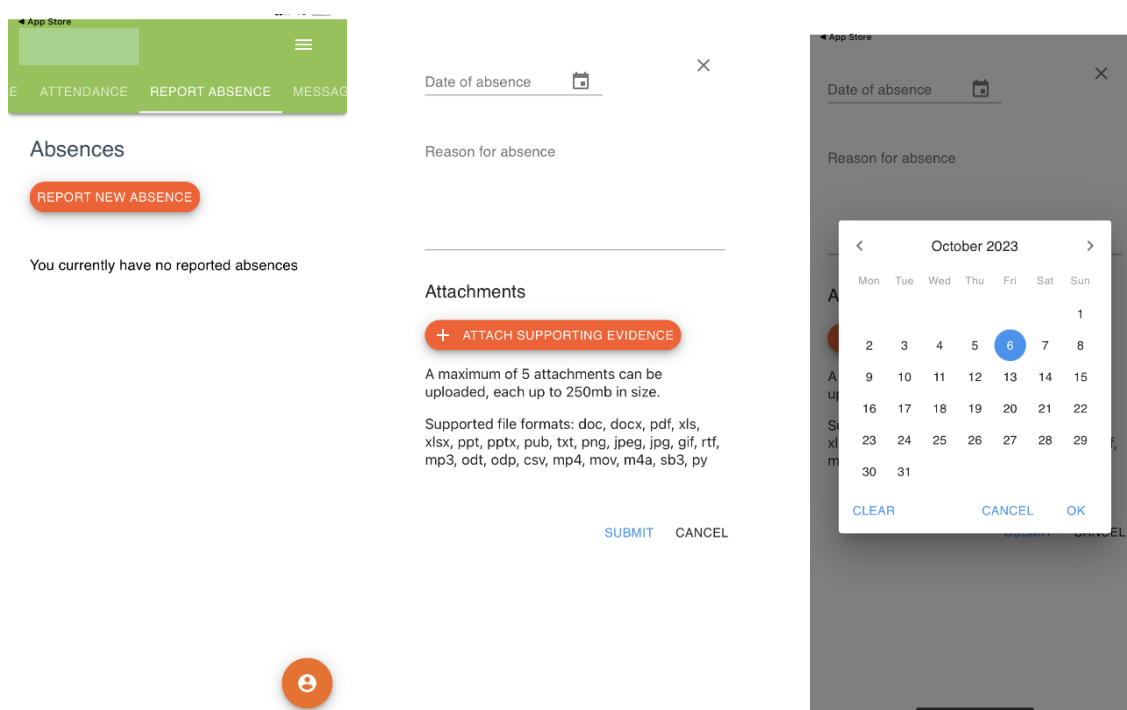


Dear Parent/Carer,

As of the 10th October you will be able to report your child's absences to the school via your Class Charts app rather than having to make a phone call. It is vital that you are reporting your child's absences to the school for safeguarding, so this new system should help make you reporting absences easier and hassle free.

To do this you need to:

1. Click the 'Absences' tab at the top of your Class Chart page.
2. Click 'Report new absence' button.
3. Enter the details of the reported absence into the form provided; date of absence and reason for absence (you are also able to attach any supporting evidence at this stage).
4. Click 'Submit' button to send the pupil's absence report to school.



When a member of staff from the attendance office has seen your reported absence, you will receive an acknowledgement in the form of the 'acknowledgement checkbox' appearing on your account.

If the attendance staff do not receive a message from yourself and your child does not receive a morning mark, they will contact you via Class Charts with a message. Please ensure you respond to the message by Class Charts or if necessary by making a phone call to school. This is imperative for safeguarding the children.

Class Charts can be used on a range of devices, including a mobile phone, tablet and PC. If you are yet to activate your account, or if you have any queries regarding the activation or use of Class Charts please feel free to contact the school on 01792797745 or email morrison@hwbcymru.com.

Thank you for your support.

Ms. Hopkins