**Suggested letter to parents (with mailmerged access codes)**

01 February 2021

Dear Parent / Guardian of <<First Name>> <<Last Name>> <<Group>>,

We recently started using Class Charts at YOURSCHOOLNAME.

Class Charts is an online system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and guardians. One of the key benefits of using Class Charts is that we are able to securely share your child(s) achievements with you and to keep you up to date in real-time.

The code you need to access reports for <<First Name>> is:

<< Parent code>>

You can use this code to create an account here:

<https://www.classcharts.com/parent/login>

Links to the **Android** and **iOS** parent apps are also available from this page.

If you have more than one child in the school, you can enter additional codes directly into your created account.

Please do get in touch if you have any questions.

Yours Sincerely

A.Teacher