**Suggested letter to parents**

01 February 2021

Dear Parent / Guardian,

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.

Each child has a unique access code which we will issue to parents / guardians.

Once you have been issued with a code, you will need to create an account and enter the code 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