



**ClassCharts**

Part of **tes**

## Returning to school guide

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# Managing classroom layout for social distancing

As it is vital to ensure that pupils are seated at [safe distances](#) within your classroom, you may want to consider [rearranging your seating plan](#) so that [social distancing](#) is maintained. Below are a list of features that Class Charts provides which will help you adjust your classroom.

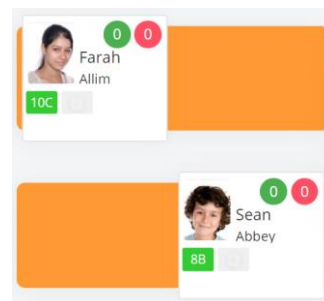
We recommend that you reposition your [desks](#), so that they better reflect the current layout of your classroom.

To find out more about room editing, please [click here](#).



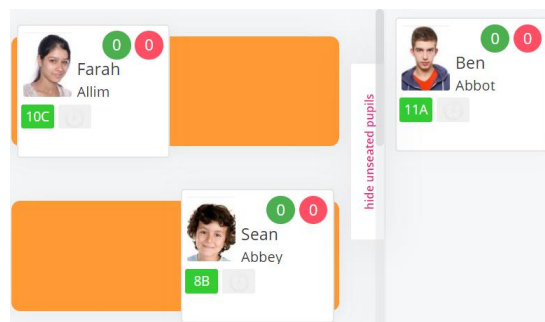
Once your desks have been spaced out, we advise that you adjust your [seating plan](#) so that pupils are seated safely.

To find out more about seating pupils in your lesson, please [click here](#).



If specific pupils have not returned to school yet, we recommend that you place their [pupil card](#) in the [unseated pupils](#) tab.

This allows you to focus on your current class of pupils when teaching.



# Suggested seating plans for social distancing

In addition to manually arranging your classroom layout for [social distancing](#), Class Charts can also suggest [dispersed seating plans](#) based on the available seating. Below is a method of generating a suggested seating plan that emphasises [distance](#) between pupils.

**Please note:** pupils will only be [safely dispersed](#) if there are enough [desks](#) in the classroom.

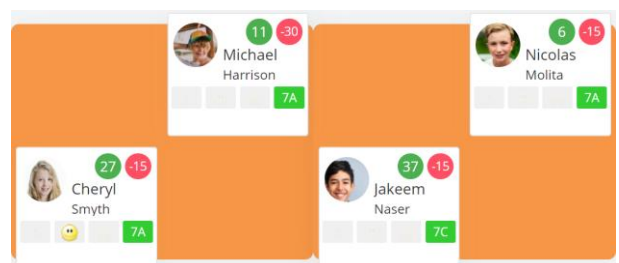
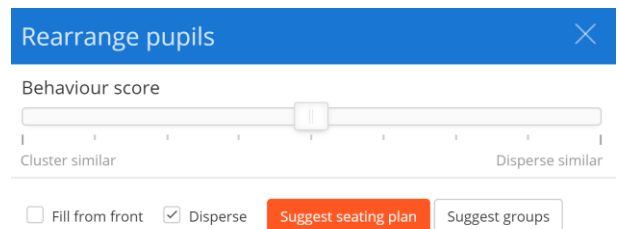
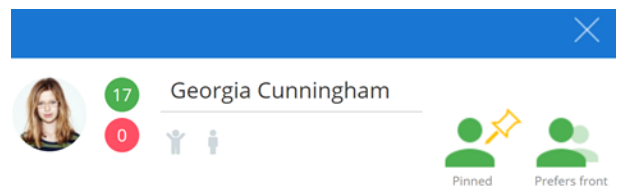
If a pupil has not returned to school yet, you may want to [pin](#) their [pupil card](#) in the [unseated pupils](#) tab. This prevents them from being included in the suggested seating plan.

To find out more about pinning a pupil card, please [click here](#).

Next, click on the [Rearrange](#) tab and select the [Rearrange pupils](#) option. Ensure that [Disperse](#) is ticked when setting up your suggested seating plan.

To rearrange your seating plan, please [click here](#).

Once the suggested seating plan has been generated, you will see that your pupils are now seated at [safer distances](#).

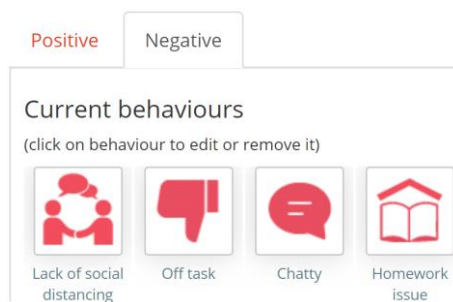


# Ensuring safe learning

As pupils return to school, it is important to ensure that pupils are as **safe** as possible and the risk of **spreading infections** is kept to a minimum. Below are a list of features that Class Charts provides which will help you create and maintain a safe environment.

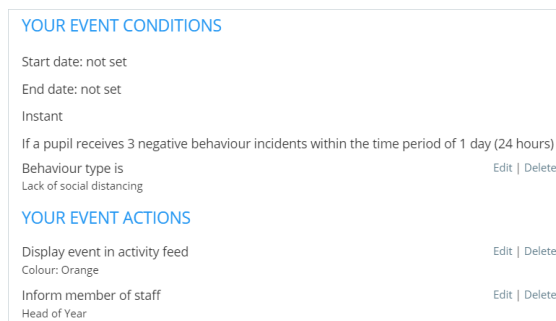
You may want to issue **behaviours** to your pupils, so that their adherence to social distancing is recorded.

To set up new behaviour types at your school, please [click here](#).



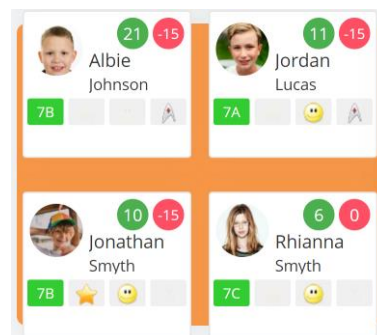
This can be taken a step further by including the behaviour types in an **Intel Event**, where you could automatically track which pupils frequently break social distancing..

To set up new intelligence events at your school, please [click here](#).



To identify at risk pupils with underlying health conditions, we recommend that you display **medical needs** as a **custom field**.

To set up your school's displayed custom fields, please [click here](#).

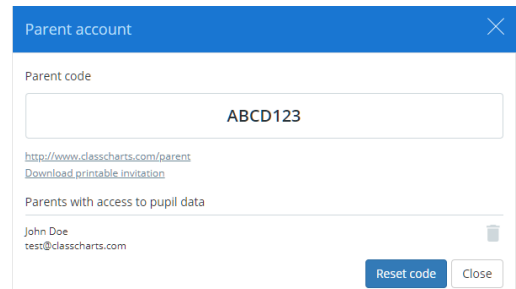


# Keeping pupils and parents informed

As your school **implements changes** to ensure that returning pupils are **learning safely**, it is vital to keep pupils and parents in the loop with up to date information and guidance. Below are a list of features that Class Charts provides which will help you **inform** pupils and parents.

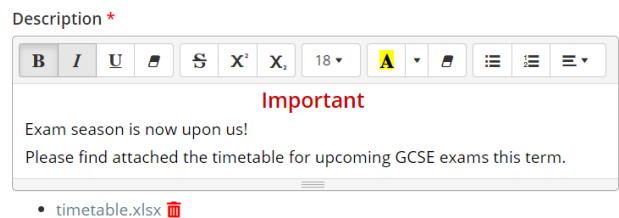
We recommend that you set up **pupil** and **parent** accounts at your school, so that pupils are able to continue with schoolwork and receive information updates.

To set up pupil and parent accounts, please [click here](#).



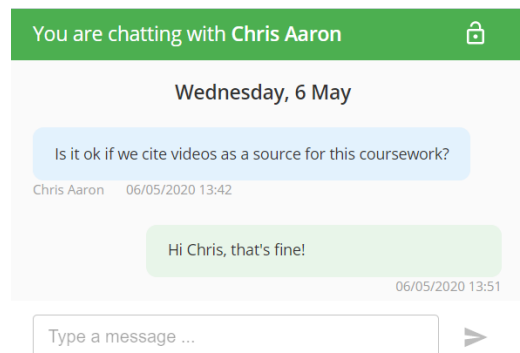
For informing multiple pupils and parents simultaneously, you can send **announcements** to the pupil and parent groups of your choice. This is useful for **school wide updates**.

To create an announcement, please [click here](#).



For providing 1:1 support for individual pupils and parents, you can use **two-way communications** to message them directly.

To message a specific pupil or parent, please [click here](#).



# Blended learning for self isolating pupils

As lessons begin to resume, you may wish to implement **blended learning** so that pupils learning from home can continue to receive the learning and support that they require without being present in the classroom. Below are a list of features that Class Charts provides which will help you teach your class in this scenario.

If you are using online video conferencing to **broadcast classes** to your pupils, you may want to provide them with the correct link ahead of the lesson.

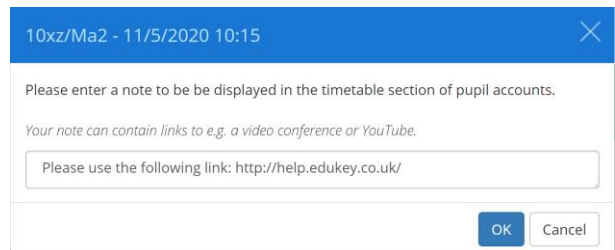
To include notes for your pupils in their lesson timetable, please [click here](#).

If pupils are unable to come into school, you may want them to submit digital work instead of paper based copies.

To create a homework task that requires submissions from pupils, please [click here](#).

As some pupils may be learning from home, you might want to assign them to different homework tasks than your in-class pupils.

To unassign pupils from a homework task, please [click here](#).



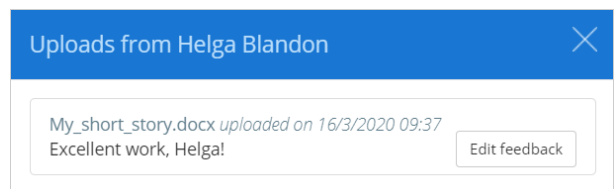
10xz/Ma2 - 11/5/2020 10:15

Please enter a note to be displayed in the timetable section of pupil accounts.

Your note can contain links to e.g. a video conference or YouTube.

Please use the following link: <http://help.edukey.co.uk/>

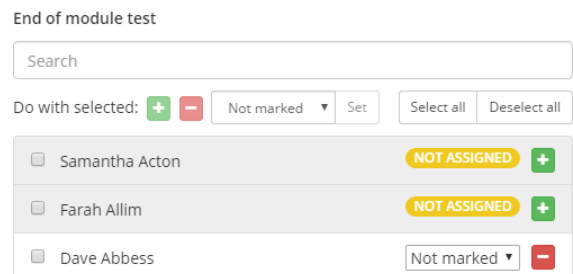
OK Cancel



Uploads from Helga Blandon

My\_short\_story.docx uploaded on 16/3/2020 09:37  
Excellent work, Helga!

Edit feedback



End of module test

Search

Do with selected:   Not marked

<input type="checkbox"/> Samantha Acton	NOT ASSIGNED	<input style="background-color: #90EE90;" type="button" value="+"/>
<input type="checkbox"/> Farah Allim	NOT ASSIGNED	<input style="background-color: #90EE90;" type="button" value="+"/>
<input type="checkbox"/> Dave Abbess	Not marked	<input style="background-color: #FF0000;" type="button" value="-"/>

# Tracking pupil wellbeing

As pupils adapt to [new ways of learning](#) and [rules](#) that keep them safe from infection, it is important to keep their wellbeing in mind at all times so that they do not feel overwhelmed. Below are a list of features that Class Charts provides which will help you keep track of each pupil's wellbeing in these uncertain times.

We recommend that you regularly record [wellbeing submissions](#) for each pupil, so that you can determine how well they are coping.

To record a wellbeing submission for a pupil, please [click here](#).

How is this pupil feeling?

Upset Sad Neutral Happy Very happy

Seana was feeling worried today.

Timestamp: 22/5/2020 14:07 Tracker: Anxious Save

You can then use [wellbeing alerts](#) to automatically track the pupils that may need additional support, in order to adapt to the changes.

To find out more about setting up a wellbeing alert, please [click here](#).

Edit Wellbeing Alert

Notify when wellbeing incident is recorded by:

Parent  Pupil  Teacher

Notify when wellbeing incident has score:

-2  -1  0  1  2

During the return to school transition, you may want to create [wellbeing reports](#) so that you can track changes in pupil wellbeing over time and identify general trends at your school.

To find out more about running a wellbeing report, please [click here](#).

