ClassCharts

Part of **tes**

Returning to school guide

Contents

Creating temporary lessons

As not all pupils will return to school at once, you may need to create temporary lessons to accommodate the returning pupils. Class Charts allows you to achieve this in bulk via spreadsheet imports.

First, prepare a spreadsheet which lists the lessons that you'd like to create, along with the email addresses of the assigned teachers.

	A	B
1	**Lesson name**	**Teacher email**
2	Year 9 Maths A	example@edukey.co.uk
3	Year 9 Maths B	example@edukey.co.uk
4	Year 9 Maths C	demo@edukey.co.uk

Next, please contact us so that we can send you a secure link to upload the spreadsheet through.

Once the temporary lessons have been successfully uploaded to Class Charts, you can send us a spreadsheet of the pupils you'd like to include in each lesson.

Alternatively, you can add the pupils yourself on the Classes tab by clicking on the Edit Class button for the temporary lessons.

Please note: If your school no longer requires temporary lessons, we are able to archive them in bulk on your behalf.

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.
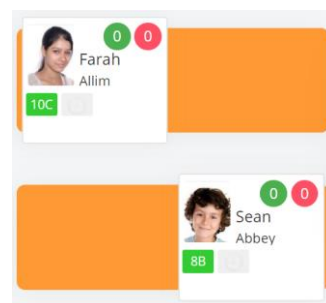
We recommend that you reposition your desks, so that they better reflect the current layout of your classroom.

To find out more about room editing, please click here.
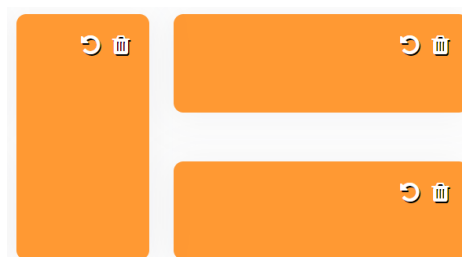
Once your desks have been spaced out, we advise that you adjust your seating plan so that pupils are seated safely.

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.
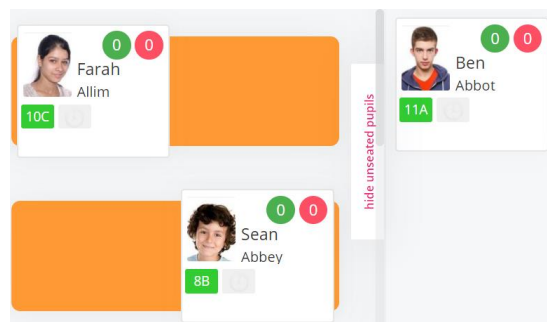
Suggested seating plans for social distancing

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.
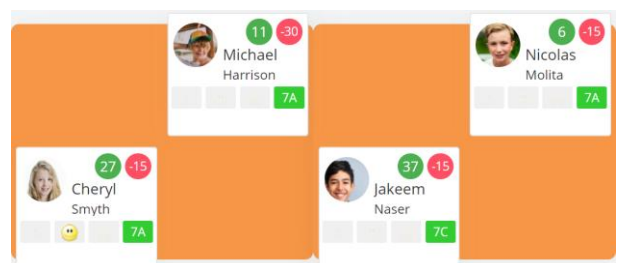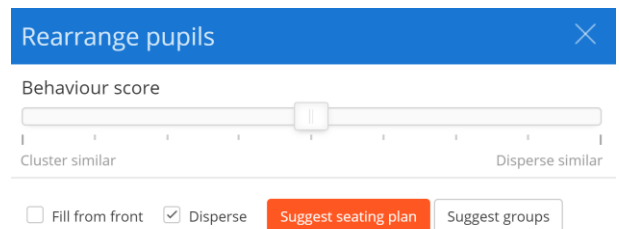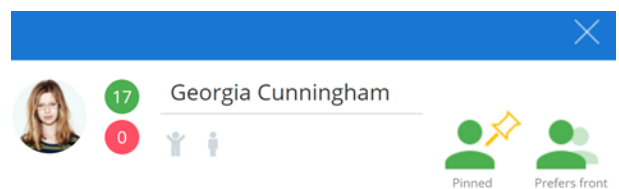
Ensuring safe learning

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.
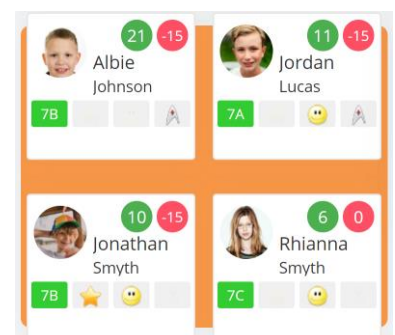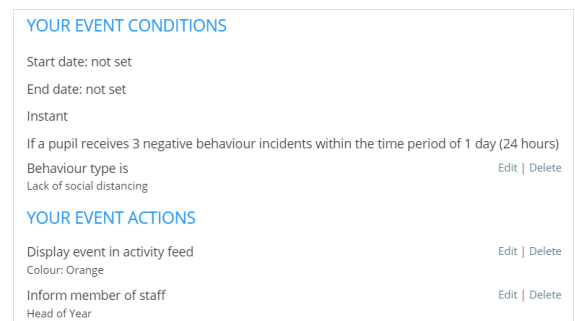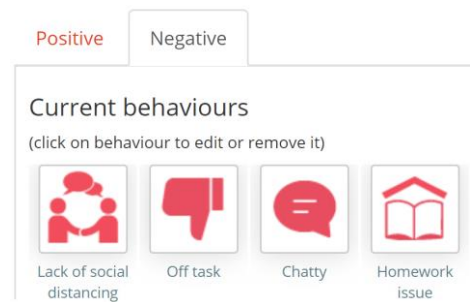
Keeping pupils and parents informed

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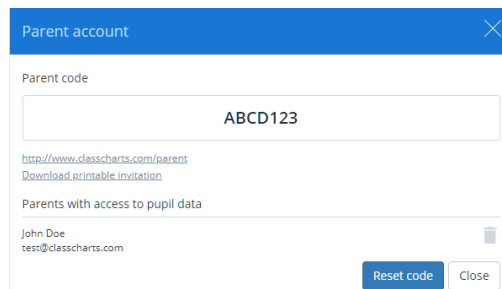
For informing multiple pupils and parents simultaneously, you can send announcements to the pupil and parent groups of your choice. This is useful for school wide updates.

To create an announcement, please click here.
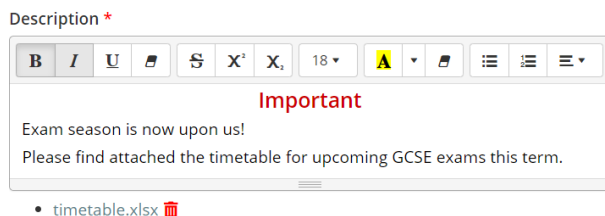
For providing 1:1 support for individual pupils and parents, you can use two-way communications to message them directly.
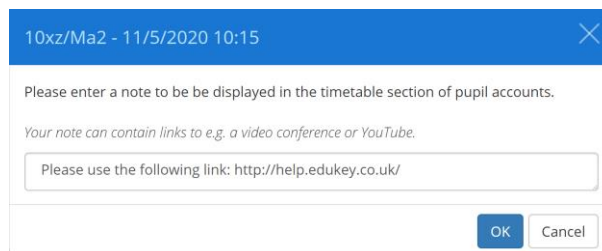
To message a specific pupil or parent, please click here.
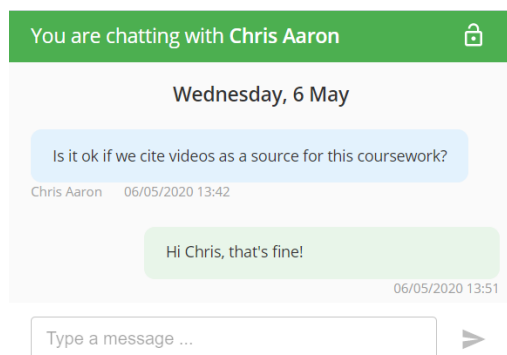
Blended learning for self isolating pupils

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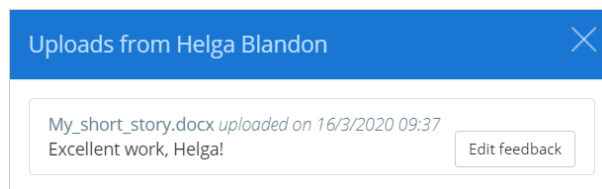
If pupils are unable to come into school, you may want them to submit digital work instead of paper based copies.

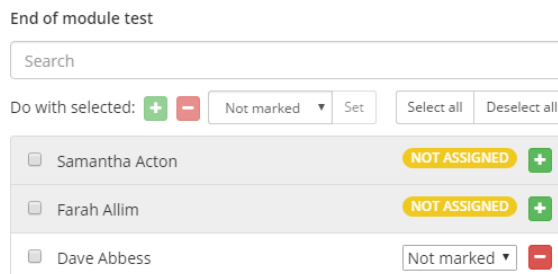To create a homework task that requires submissions from pupils, please click here.

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.

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.

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.

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.

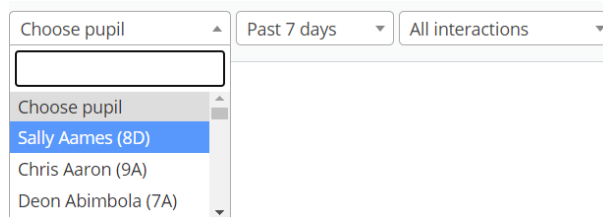To find out more about running a wellbeing report, please click here.
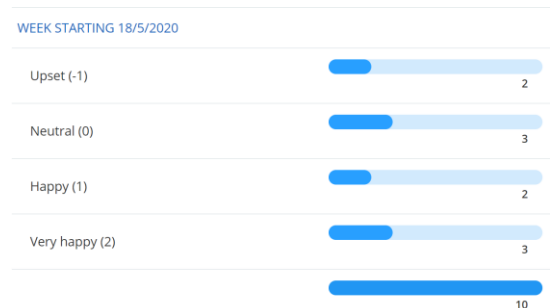
Monitoring interaction history

As your pupils return to school with social distancing in mind, it is important to ensure that pupil interactions are monitored regularly so that potential risks can be identified. If your school is on SIMS and uses Wonde or XoD, Class Charts allows school admins to do this via Interaction History.

For an in depth look at how the Interaction History module works, please click here.

To view a pupil's interaction history, select the pupil of your choice from the Choose pupil drop down menu.

You can also choose how many school days to display and the type of interaction.

Choose pupil ▲	Past 7 days ▼	All interactions ▼

| Choose pupil |
| Sally Aames (8D) |
| Chris Aaron (9A) |
| Deon Abimbola (7A) |

The interaction history table will then be generated for the selected pupil.

This table displays each pupil that shared a lesson with the selected pupil, along with the day and period each lesson took place in.

	10 JUL					13 JUL				
	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5
Stephen Ackton (9E)										
Mohammed Adasheji (9F)										
Harold Amis (9E)										
Tina Angel (9D)										
Lucy Barnes (9D)										
Tommy Barnes (9E)										
Louisa Bartholomew (9F)										
Xander Berk (9D)										

Each result in the interaction history table is colour coded depending on the proximity of the interaction.

- Pupils were in the same class, but seated apart
- Pupils were in the same class, seated close
- Pupils were in the same class, we don't know if seated close
- Pupil was not attending the class

Keeping attendance up to date

In order to ensure that your school's interaction history is as accurate as possible, we recommend that you regularly update your attendance records. If your school is on SIMS and uses Wonde, Class Charts allows school admins to do this via Class Charts Attendance.

For an in depth look at how Class Charts Attendance module works, please click here.

To take attendance for a class, enter the class of your choice and click on the Attendance button.
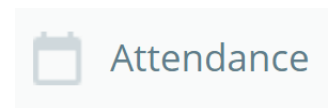
Next, select the session or lesson that you would like to take attendance for.
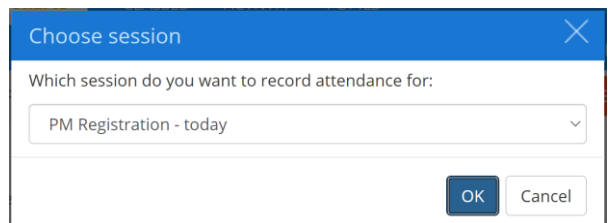
The Submit attendance menu will appear. Mark each pupil by selecting an attendance code from the drop down menu provided.

Once you have finished marking attendance, click on the Submit button to confirm the register.
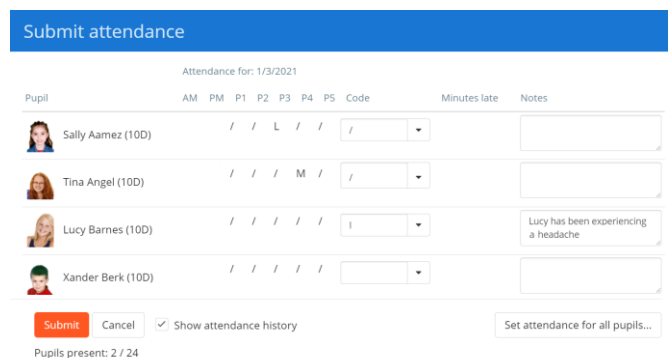
Recording COVID test results

As pupils will be tested regularly for COVID-19, it is vital that your school is able to track the results from a centralized location. Class Charts allows teachers to record these test results via the COVID test tracking module.

To record the results of a test for a pupil, click on their pupil card in class and select the beaker icon
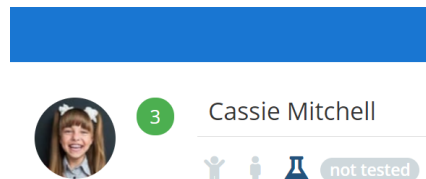
The Record a COVID test popup will appear.

Enter the date that the test was taken on, the barcode associated with the test, the test result and any additional notes into the form provided.

Once you have finished, click on the Record test & close button to return to Class Charts, or the Record test button to continue adding additional test results.

The COVID test result will be added to the pupil's Test History, which will list the results of all previous tests. These results can then be edited or deleted.

Overseeing COVID test results

Once COVID test result data has been added to Class Charts, you can oversee the results and ensure there are no gaps in pupil testing. Below are a few methods that you can use to keep track of your school's COVID test results.

To keep track of how recently pupils have been tested in your classes, ensure that our COVID test fields are selected for your fieldsets.
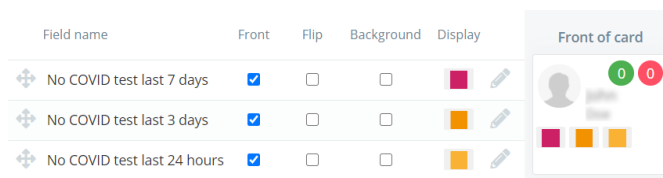
To create a spreadsheet copy of COVID test results for your whole school, navigate to the Export Data section of Analytics and select COVID test export.

If you use the COVID test tracking module alongside Interaction History, you will see each pupil's last test date next to their name.

Click on the indicator to bring up the selected pupil's test history.