



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

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Dear Parents/Carers

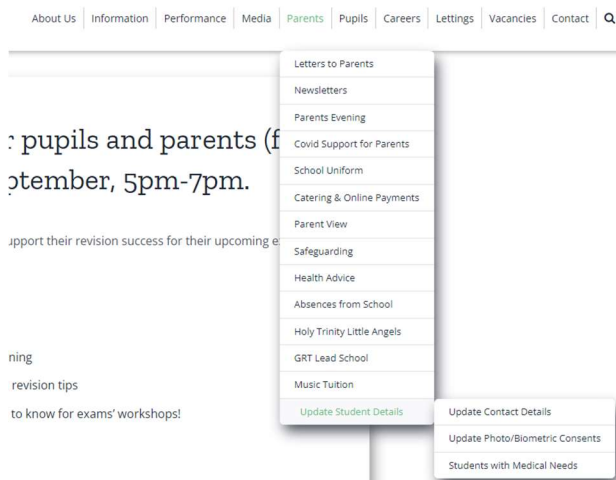
Since the beginning of September, we have been using a new programme called Class Charts. The programme allows all members of staff at Holy Trinity, parents/carers and students, to track behaviour, attendance, homework and provides a platform to communicate quickly and effectively with school and home.

As this is a new programme, we are going to use the behaviour, attendance and communications features initially, and then enable other functions over time.

The parents' guide and students guide are on our website, and they will support you through the steps required to set up both the parent and student accounts.

You will need an activation code to enable the accounts; your activation code will be given to your child as a paper copy today.

For the set up to be successful, you will need to ensure that the contact details we have for all contacts are up to date for the activation code to work. You can do this by going on our school website and updating your child's contact details. See below or click on this link [Update Contact Details \(office.com\)](#)



Company No. 08665067

Class Charts allows parents to log absences or medical appointments quickly and easily. If your child will be absent or has an appointment, you can still use our website or contact the school reception as well as reporting the absence on Class Charts. Please use the parent guide for instructions on how to use Class Charts to report absences/medical appointments.

If you have any difficulties with setting up Class Charts, please email info@holytrinitybarnsley.org or look through the parents' guide on our website.

Regards

A handwritten signature in black ink, appearing to be 'Mrs Shaw', with a stylized, flowing script.

Mrs Shaw
Assistant Headteacher