22 August 2015

For attention of Parent/Guardian of <PUPIL NAME MAILMERGE>

Dear Parent,

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 one of the key benefits of using Class Charts is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time.

Each child has a unique access code. The access code for <PUPIL NAME MAILMERGE> is:

<PUPIL CODE MAILMERGE>

Please use the above code and create an account by going here:

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

Links to mobile phone apps are also available to parents from this page.

If you have more than one child in the school then you can enter additional codes once you have created an account and are logged in.

Please do get in touch if you have any questions.

Yours Sincerely

A.Teacher