
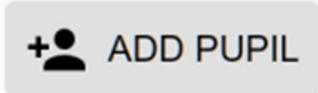


Signing Up To Class Charts - A Parent/Carer Guide

Signing Up

1. Go to <https://www.classcharts.com/parent/login/> or download the **parent** app from the **Apple App Store** or **Google Play Store**
- 
2. Enter the email address that you wish to use. You must be able to verify your account with this address. It will also be the one that all notifications will be sent to
 3. Select the “**I don’t have an account yet**” button I don't have an account yet
 4. Enter the access code supplied to you. **NOTE:** If you have more than one child at the school, choose an access code to sign up with, then you can add additional children afterwards
 5. Enter your **name** then choose and retype a **password**. Select ‘**Remember me**’ if you wish to be remembered for next time
 6. You will be sent a code to your email address, which you will need to enter before your account setup is complete
 7. To sign in from this point onwards, use your email address and password

Adding Additional Children

1. Once logged in, to add additional children, click the **Add Pupil** button
- 
2. Enter the code supplied for that child
 3. Enter their **Date of Birth** and **confirm**
 4. Once this is done you can switch between children in the dashboard

Further Support

The school website has a video on how to sign up and further parent information on the [IT Support page](#), which can be located from **Home**.



IT Support

For any additional queries, please contact the school using the methods below:

- For queries regarding behaviour points, on-report cards, detentions or homework please email contact@kingsmead-school.com
- For IT support and help with logging in please email support@kingsmead-school.com