23rd October 2026

Dear Parent/Carer,

We are writing to you because our records indicate that you have not yet accessed your parental account on ClassCharts.

ClassCharts is an important part of our school-home communication system. It allows parents and carers to monitor their child's behaviour, keep track of homework, receive important school updates and access information about upcoming school trips. It is essential that all parents and carers have access to the platform so that they can stay informed about their child's progress, school life and any important information or deadlines.

We want to ensure that all parents and carers are able to access ClassCharts and that no student misses out on important information, opportunities or school trips because their parent or carer is unable to access the system.

To support you with this, we would like to invite you and your child into school for a short meeting on **Monday 2nd November at 8:45am**. During this meeting, a member of staff will support you with setting up or accessing your parental account, help you log in successfully and show you how to navigate the platform so that you feel confident using it independently.
Please ensure that you bring the following with you:

- Your child, so that we can support you together.
- A mobile phone, tablet or laptop that can connect to the internet.

Our aim is to make this process as straightforward as possible and ensure that you leave the meeting with access to ClassCharts and an understanding of how to use it.

We appreciate that everyone has busy schedules; however, parental access to ClassCharts is extremely important in ensuring effective communication between home and school. Your attendance at this meeting will help us work together to ensure your child receives the full benefit of the information, support and opportunities available to them at Fulwood Academy.

If you are unable to attend at the specified time, please contact the school so that we can discuss an alternative arrangement.

Thank you for your cooperation and support.

Yours sincerely,
Morgan Beesley