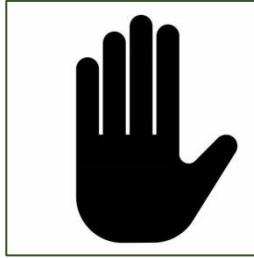


The Heworth Grange Way



We walk with purpose and follow the one way system



We have no physical contact



We respond promptly and seriously to all staff instructions



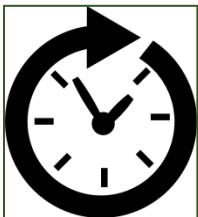
We greet people politely and show respect



We tidy up keeping our school clean and litter free.



We wear our correct uniform



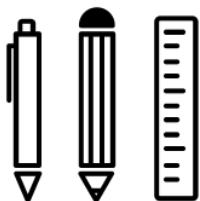
We are on time for school and for every lesson



We are role models for and support each other



We always give our best effort



We are prepared with our equipment and a school bag.



We make use of extra opportunities



We look out for each other and report any concerns





Our School Day

Heworth Grange operates a two-week timetable.

The school day operates five days per week starting with Form Time at 8:45 am. Students are expected to arrive at school by 8:35am to line up for Form.

Students can also arrive earlier and attend our free breakfast club from 8.00am each day.

The day ends at 2:45pm on Mondays, Tuesdays, and Fridays.

On Wednesdays and Thursday's co-curricular clubs or intervention classes will take place and will finish at 3:25pm.

Time	Year 7	Year 8	Year 9	Year 10	Year 11
08:35 - 08:45	Pastoral Support	Pastoral Support	Pastoral Support	Pastoral Support	Pastoral Support
08:45 - 09:05	Form (Monday Assembly)	Form (Tuesday Assembly)	Form (Wednesday Assembly)	Form (Thursday Assembly)	Form (Friday Assembly)
09:05 - 10:05	Lesson 1				
10:05 - 11:05	Lesson 2				
11:05 - 11:20	BREAK				
11:20 - 12:20	Lesson 3				



12:20 - 12:50	Lesson 4a	Lesson 4	Lesson 4	LUNCH	LUNCH
12:50 - 13:20	LUNCH			Lesson 4	Lesson 4
13:20 - 13:50	Lesson 4b	LUNCH	LUNCH		
13:50 - 14:45	Lesson 5				
14:45 - 15:25	Co-Curricular Clubs: Wednesday and Thursday				

Lesson 4/Lunch Timings

Lesson 4 is a staggered lunch time, please see below for timings

Year 7	Year 8	Year 9	Year 10	Year 11
12:50 – 13:20	13:20 – 13:50	13:20 – 13:50	12:20 – 12:50	12:20 – 12:50

SCHOOL UNIFORM

All pupils are expected to wear full school uniform which can easily be purchased from any supermarket or high street stores, with an exception made for schools' blazers and ties which must have official school branding.

Blazers and ties can be purchased from Michael Sehgal and Sons website: [Heworth Grange School - Schools: Michael Sehgal and Sons Ltd, Buy School Uniform for Boys and Girls](http://www.michaelsehgal.co.uk/school-uniform)

Support for sizing is found here: <https://www.michaelsehgal.co.uk/help/sizing-guides/>

COMPULSORY UNIFORM	
Boys & Girls	Information and Guidance
School Blazer with school logo on breast pocket	<ul style="list-style-type: none"> • Must be worn at all times in the academy • In warm weather, staff will give permission to remove blazer
School Tie	<ul style="list-style-type: none"> • Purchased from Seghal's • Must be worn at all times in the academy
White collared shirt	<ul style="list-style-type: none"> • Must be tucked in
Either black tailored trousers or black pleated skirt (approved uniform at Sehgal but you may find an alternative) Black tights with a skirt. Black ankle socks with trousers.	<ul style="list-style-type: none"> • Uniform must comply with the examples shown below • Trousers must be tailored and have a zip and button at the front • Trousers must not be jeans or jean style. No patch pockets or rivets are allowed. • Trousers must be full leg length. • No leggings/jeggings • Black elasticated/ stretchy skirts are not permitted • No fashion socks • Tights should be 60 denier minimum and should not be patterned.
Shoes - Plain black, polishable leather/leather type dress shoes.	<ul style="list-style-type: none"> • Shoes must be polishable • No training shoe brands such as Nike, Adidas, ON clouds, Mallets etc • No open toe footwear, plimsols, trainers or 'Van' style footwear. • No coloured markings or lacing of <u>any</u> kind on shoe • No canvas or suede shoes (canvas or suede must not be on any part of a shoe) • Any boots must be plain leather type and worn under trousers • No Ugg style boots

OPTIONAL UNIFORM	
Boys & Girls	Notes
V-neck, navy blue jumper or cardigan	<ul style="list-style-type: none"> • Plain without any logos • Blazer must always be worn – jumper/cardigan is optional and not instead of a blazer



Approved uniform styles and Heworth Grange Blazers/ties.

Uniform must be purchased from Sehgal and Sons by July 31st to guarantee delivery for September 2025.

Approved Styles of Footwear



The trainers **below are not permitted** – any sports brand such as: Nike, Adidas, ON Clouds or Mallets etc:



PE KIT

Boys & Girls	Notes
Navy Polo Shirt	<ul style="list-style-type: none"> Pupils may wear either shorts or tracksuit bottoms. Ideally they should have both items as some activities are more suited to one or other of these items. PE hoodies cannot be worn around school other than for PE related activities.
Navy Hoodie	
Navy Blue Shorts and/or Navy Blue Tracksuit Bottoms	
Plain Sports Socks	
Trainers	
Boys Only	Girls Only
Football Boots and Shin Pads	Blue or Black Sports Leggings (optional)

NB: No kit other than that specified above will be accepted in P.E lessons. Navy Hoodies must be without large logos, however branding smaller than a £2 coin on the breast area is acceptable.

UNIFORM POLICY – ADDITIONAL INFORMATION

Full school uniform is to be worn to and from school and at ALL TIMES in school.

- Skirts must be no shorter than 3" above the knee
- Over-knee socks or leg-warmers are not allowed
- Your shirt must be tucked into your trousers or skirt and buttoned to the neck
- Only school related badges are to be worn on your blazer lapels
- The sleeves of your blazer must not be pushed or rolled up
- Coats are not permitted to be worn inside the building
- Outdoor scarfs are not permitted to be worn inside the building.
- Hoodies and tracksuit tops are not permitted in school and must be removed before the pupil enters the academy site
- Trousers must not be tucked into socks

Haircuts must be smart and natural in colour	<ul style="list-style-type: none"> • Only conventional styles, cuts and natural colours are permitted • Extreme hair colours and styles are not allowed, particularly shaven designs, number one clipper grades and excessive braiding • Plain black or plain navy hijab's (if required)
Jewellery (with exception of one pair of small ear studs) is not permitted	<ul style="list-style-type: none"> • Bracelets and charity bands are not permitted • Earrings must be small studs no bigger than 5mm diameter (one pair only) • Earrings must not be worn for practical subjects (such as PE, Food technology) • No nose, lip, eyebrow, tongue or stomach piercings • Students must remove any items of jewellery which contravenes this code; they will be confiscated until 3pm the same day or until parents collect them from school. If you do decide to allow your child to have additional piercings, please ensure that they are removed for school • Wrist watches are permitted. • Smart watches are not permitted.
Only natural looking make-up is permitted.	<ul style="list-style-type: none"> • Excess facial or hand make-up will have to be removed • Nail varnish and false nails are not permitted • False eye lashes are not permitted
Mobile phones and electronic devices must not be seen or used in school	<ul style="list-style-type: none"> • School will not be held responsible for any mobile phones or electronic devices brought in by pupils. • Mobiles and electronic devices should be switched off at all times and kept out of sight. • Any mobile phones seen or heard will be confiscated and placed in student reception until 3pm the same day or until parents collect the device

EQUIPMENT EXPECTATIONS

Every student is expected to have an appropriate school bag. This is one that would fit a A4 folder in it. It is an expectation that all students walk around the academy with their school bag.

Every student must have the minimum basic equipment at all times:

School Planner - Issued	Black Pen	Green Pen	Pencil
Rubber	Ruler	Highlighter	Pencil case



Student Starter Packs

Our student starter packs cost **£3.00**



Packs include:

- 4 Colour Pen
- Pencil
- Rubber
- 30cm Ruler
- Highlighter
- A pencil case

To order a pack, please scan the QR code below:



[Student Starter Pack 2025](#)

By completing the Student Starter link you are committing to paying Heworth Grange **£3.00** at the start of September through Parent Pay.

The Student Starter Pack will be delivered to your child on their first day.



Attendance Matters

All pupils are **expected to attend every session** and we will offer support with clear monitoring and if needed, challenge to ensure that your child can access their learning.

Excellent: 98% and above

Excellent attendance! A Heworth HERO

Good: 95% and above

Positive Attendance - Keep up the good work

92-94.9%

Regular/broken weeks – Stage 1 Below Expectations

Missed up to 15 days/ 75 lessons

Stage 1 letter

Home visits for non-attendance

Additional work set for lost learning

90-91.9%

Attendance Concerns – Stage 2 Below Expectations

Missed up to 19 days/ 95 lessons

Stage 2 letter

Attendance Report if no improvement

6 week monitoring period

Critical: below 90%

Persistently Absent – Stage 3 Critically Below Expectations

Missed over 20 days/ 100 lessons

Stage 3 letter with Leadership monitoring

Parent/Carer meeting

Potential for penalty notice if attendance does not improve

Severe: below 50%

Persistently Absent – Stage 4 Severe Concern

Missed over 95 days/ 475 lessons

Weekly monitoring

Social services alerted to attendance levels

Referral to Local Authority Legal Intervention

Possible prosecution/ fine/ court orders

H

Here

E

Everyday

R

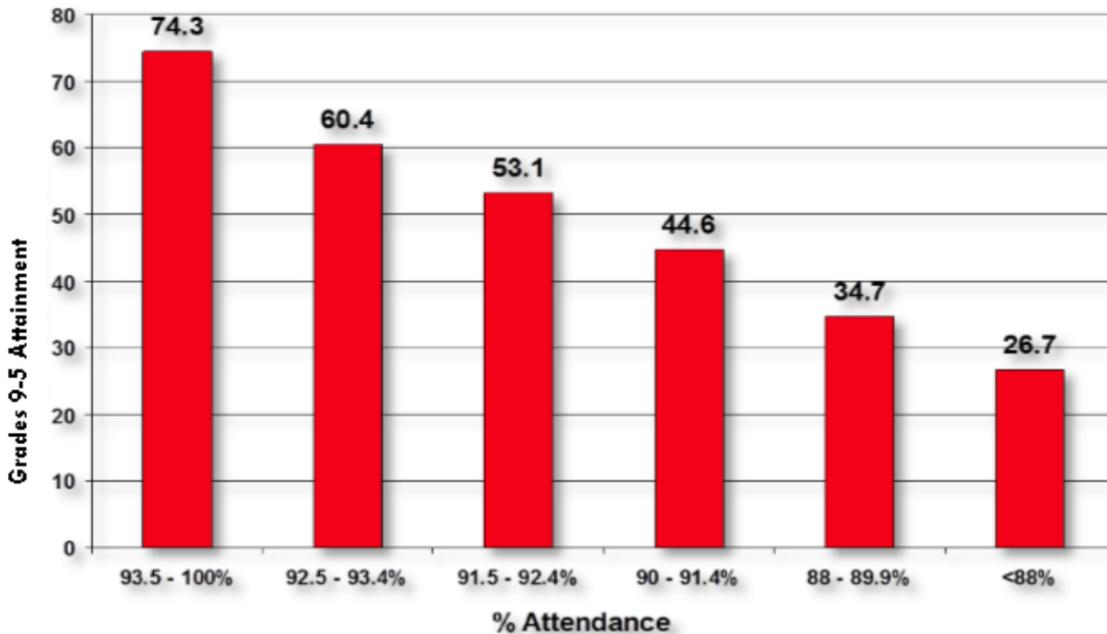
Ready to Learn

O

On Time



Chances of Success at GCSE



National data and school data show us that a child's school attendance impacts their outcomes.

We want the very best for all of our pupils in outcomes but also to offer personal development opportunities.

Please support our drive to deliver the very best education for your child by ensuring that they attend school everyday.

For every pupil showing resilience, we hold weekly, half termly and annual attendance rewards.

Absence

If your child is very unwell and **unable to attend, parent/carer must contact school every morning of the absence** on the absence line at 8am.

Our Heads of Year and Attendance Officers will also contact you during the morning to see if your child is feeling well enough to attend school in the afternoon.

If this is a repeat absence, our Attendance Officers will also conduct a Home Visit. The expectation is that we must see the child on a home visit for safeguarding procedures.

Attendance matters!

Young people who have strong attendance achieve better progress and pick up the skills to socialise, concentrate and engage, meaning they are more likely to be able to support themselves as adults and positively contribute to society.

The link between home and school supports young people to be safe



The Free School Meals process

You must apply for Free School Meals using our quick and easy online form <https://www.cloudforedu.org.uk/ofsm/sims>

PLEASE NOTE: IF YOUR CHILD IS CURRENTLY RECEIVING FREE SCHOOL MEALS, YOU MUST STILL APPLY VIA THE LINK ABOVE TO RECONFIRM YOUR ELIGIBILITY DIRECT WITH THE ACADEMY - THIS ALSO APPLIES TO NEW YEAR 7 STUDENTS MOVING FROM PRIMARY TO SECONDARY. DON'T LET YOUR CHILD MISS OUT.

We encourage all parents and guardians to apply irrespective of their income. This is because if your circumstances change, you'll automatically be enrolled and your child can start receiving free school meals right away.

But it's not just about the free meals.

If your child is eligible for Free School Meals and you register them for this, we will receive extra funding called 'Pupil Premium'. This additional funding is used to improve educational provisions and resources at the academy.





WHAT IS PUPIL PREMIUM?

Pupil Premium funding is a government initiative designed to help raise the attainment of students regardless of their background or financial situation.

It is provided to students who:

- are registered for Free School Meals;
- have been registered for Free School Meals at any point in the past 6 years;
- are, or have been, in care;
- have parents in the armed forces.



HOW MUCH DOES THE ACADEMY RECEIVE FOR PUPIL PREMIUM?

We receive an extra £955 (figures for the 2020/21 financial year) for every eligible student who is registered for Free School Meals.



WHAT DOES THE EXTRA FUNDING GO TO?

This extra funding could make a real difference to the quality of education we offer. For example,

- accelerated reading packages to raise reading ages and ability for students;
- extra participation in sports;
- raising aspirational interventions by mentoring groups of vulnerable students;
- allocating additional Learning Support Assistants in the classroom;
- social and emotional learning for our students;
- organising peer tutoring interventions.



IS MY CHILD ELIGIBLE FOR FREE SCHOOL MEALS?

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)



DOES MY CHILD HAVE TO EAT THE FREE SCHOOL MEAL?

No. Students who are registered for Free School Meals do not have to eat them. If you are eligible but you want your child to have a packed lunch, you should still register because the academy will receive the funding which can support your child in other ways.



WHAT'S STOPPING YOU?

- No awkward phone calls
- No need to share your information with everyone
- One simple application for the whole five years' of your child's education
- Fast and easy application process
- Automatically updated if your circumstances change
- Ensures your child has access to a nutritious meal every day at school
- No one will know your child is on free school meals



APPLY
ONLINE



Arbor

Parent and Guardian Portal

We are now using the **FREE** Arbor App For Communications!

Make sure you download and install the app to keep up to date with everything happening at school!

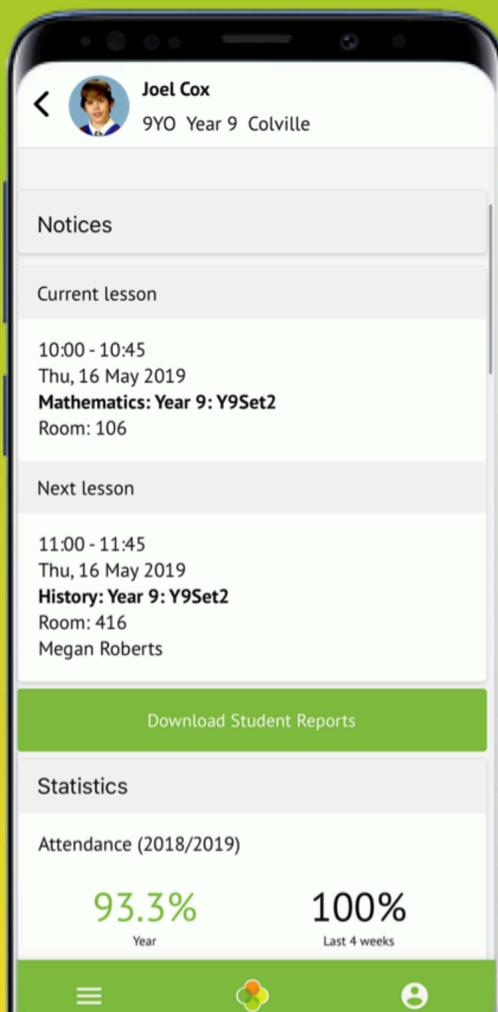


GET IT ON
Google Play

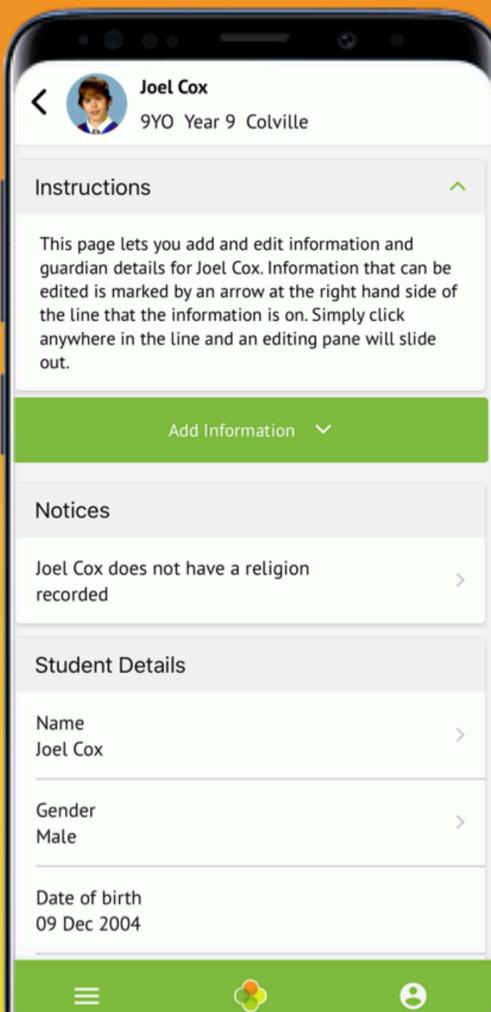


Download on the
App Store

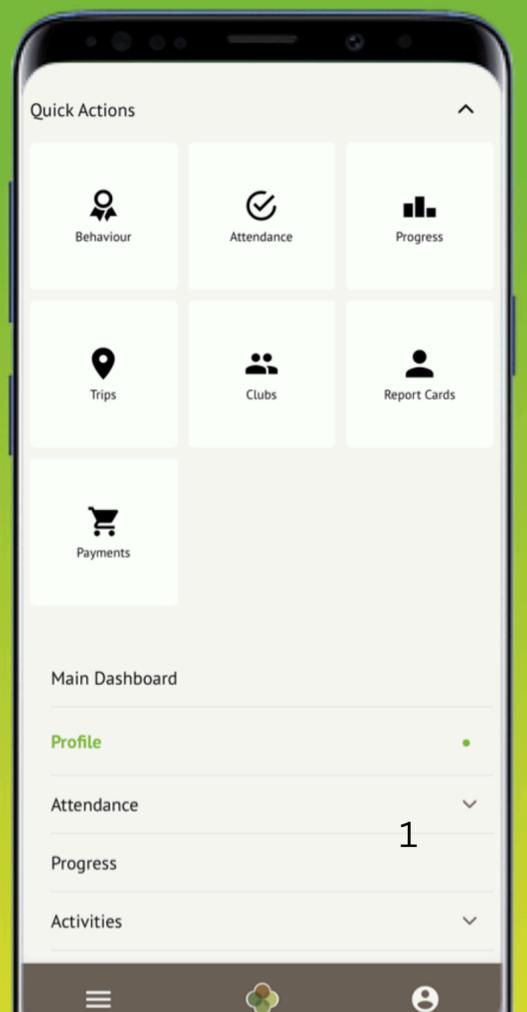
Check on your
child from
anywhere



Manage your
details without
paper forms!



Access all your
info in one
place





The Arbor Parent App brings several key benefits, including:

- Improved Communication: Stay in touch with the school easily and for free with in-app messages.
- Access to Important Updates: Receive and view important updates directly through the app.
- Attendance & Absence: Quickly check on your child's attendance and report absences
- Records Management: Update important details such as address, phone number, email address, medical, etc.
- Booking Management: Register your child for clubs, trips, and parent evenings.
- Report Cards and Academic Progress: Download report cards and track your child's academic progress, including their targets for the year.

Communication will arrive from the number below and/or the email address below:

- New School Message Number: **07520 660080**
- New School Email Address: **heworthgrangeenquiries@consilium-at.com**

Please watch out for emails being directed to your spam folder and mark the sender as safe for future communications.

We believe that the Arbor Parent App will greatly enhance your ability to stay informed and engaged in your child's education.

Please note that we use Class Charts to log and communicate behaviour. You will receive details on how to log in to Class Charts soon.

School Meals, Trips and any other payments are to be made via Parent Pay. You will receive log in details for Parent Pay soon.



ClassCharts



The Class Charts App brings several key benefits, including:

- Keeping track of your child's behaviour
- Viewing attendance records
- Accessing their weekly timetable
- Viewing assigned homework tasks
- Tracking scheduled detentions

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via our website, or through our iOS and Android apps.

We believe that the Class Chart Parent App will greatly enhance your ability to stay informed and engaged in your child's education.

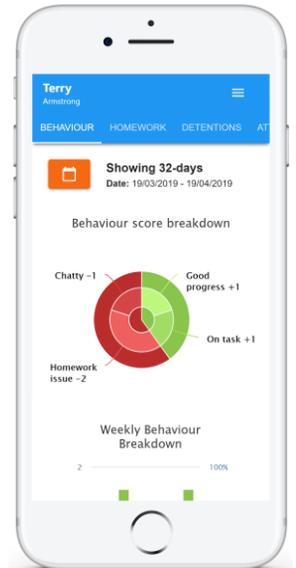
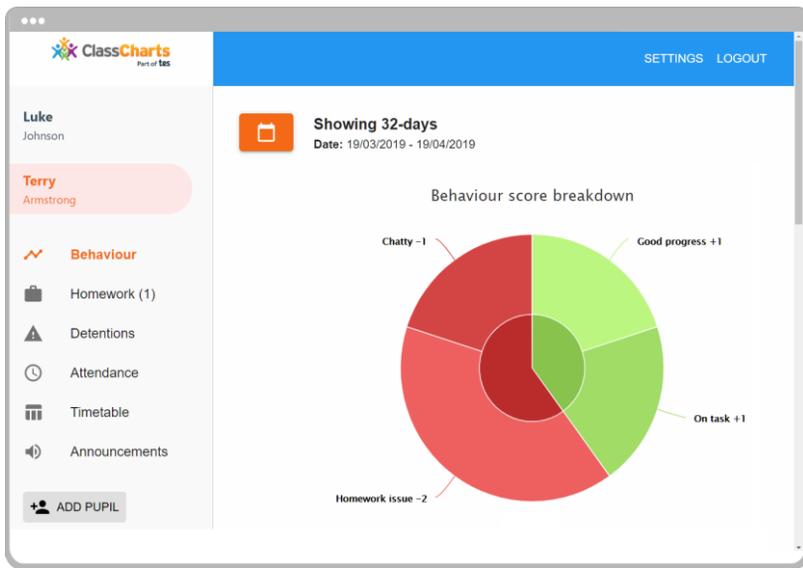
You will receive the log in details for Class Charts soon. A guide on how to use the app is on the next page.

What is Class Charts for parents?

Depending on how your school has set up our system, you will be able to use Class Charts to keep track of your child's [behaviour](#), view [attendance](#) records, access their weekly [timetable](#), view assigned [homework](#) tasks, track scheduled [detentions](#), create [wellbeing](#) submissions and view announcements from their school.

If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via our [website](#), or through our [iOS](#) and [Android](#) apps.



You should have received a [Parent code](#) from your school, which will look similar to the example code shown on the right.

This code is used to set up your [Class Charts parent account](#), which is covered on the next page.

ABC123

Signing up to Class Charts

1. Select [Sign up](#) from the main page and fill in the form provided. Enter your [parent code](#) into the [Access code](#) field.

Please note: Your Access Code [is not](#) the same as your password. The access code is only needed for the initial sign up.

LOG IN SIGN UP

Email address
example@edukey.co.uk

Access code (provided by school)
ABC123

Name
Example parent

Password
.....

Retype password
.....

2. Click on the [Sign up](#) button below the form.



3. Confirm the pupil's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
06/04/2007

OK CANCEL

4. A [confirmation message](#) will appear, indicating that the sign up process is complete. [Verify](#) your email address to continue.

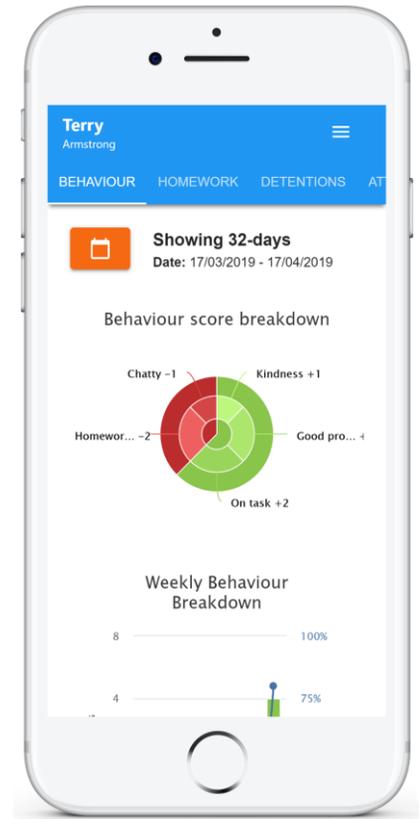


Behaviour

If your school has decided to share behaviour information with parents, you will see the [Behaviour](#) tab when viewing pupils from that school.

Selecting this tab will display multiple graphs which represent an overview of your child's [achievement](#) and [behaviour](#) data within a [customisable timeframe](#).

By default, the displayed date range is [31 days](#). To view a different range of behaviour data, click on the [Date](#) button to select from the available presets or create your own custom date range.



Thursday 11 July

Below these graphs you can find a list of behaviour activity relating to your child. These display the [behaviour](#) that was awarded, [when](#) it was awarded, [who](#) awarded the behaviour, the [lesson](#) the behaviour was awarded in, and how many [points](#) the award is worth.

The level of detail within each behaviour award depends on the settings that your school has enabled.

- +1 **Terry Armstrong**
Reading awarded by Mr B Butterfield in 10A/Ar1.
09:20

- 1 **Terry Armstrong**
Off task awarded by Mr B Butterfield in 10A/Ar1.
Disrupting the lesson
09:00

Homework

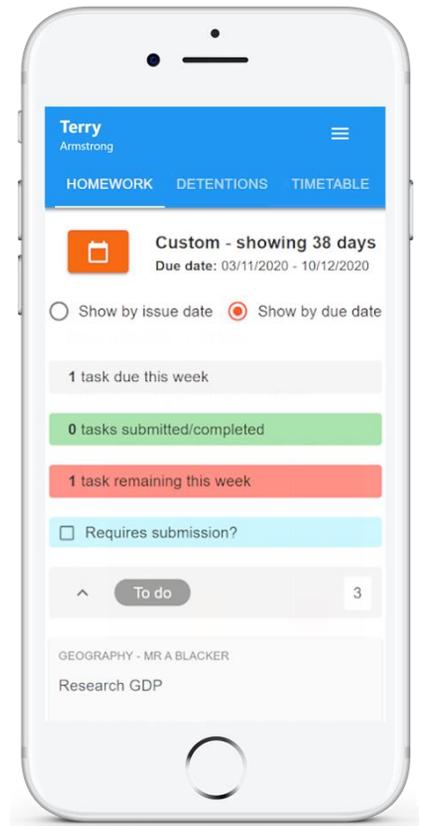
If your school has decided to share homework tasks with parents, you will see the [Homework](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [homework tasks](#) which your child has been assigned to.

To change the date range for displayed homework tasks, click on the [Date](#) button to select from the available presets or create your own custom date range.

To display tasks in the order they were set, click on the [Issue Date](#) button

To display tasks in the order they are expected to be handed in, click on the [Due date](#) button.



To view a homework task in more detail, click on the [expand](#) icon in the bottom right hand corner of the homework tile.

A popup will appear that contains the a [description](#) of the homework task, the [estimated completion time](#) and any [links](#) or [attachments](#) that may have been included.



To do ×

Research GDP
GEOGRAPHY - 8F/GG - MR A BLACKER

Type: Blended Learning
Issue date: Monday 09/11/2020
Due date: Wednesday 11/11/2020
Estimated completion time: 1 hours

Please write a short paragraph on what GDP is and how it is used.

Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

To do

Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

Completed

Late: These are homework tasks that have been handed in past the deadline.

Submitted late

Not submitted: These are homework tasks that were not handed in on time.

Not submitted

Submitted: These are homework tasks that have been handed in on time.

Submitted

Keeping track of homework

As your child is assigned homework tasks, you may want track of how they are progressing for the current week.

The [three banners](#) above the homework status categories count the number of homework tasks that are [due this week](#), how many of those tasks your child has [completed](#) and how many tasks they [still need to complete](#).

To only see homework tasks that require an [attachment submission](#), tick the checkbox labelled [Requires submission](#).

1 task due this week

0 tasks submitted/completed

1 task remaining this week

Requires submission?

If you are viewing the [Homework](#) tab via a [desktop](#) or [laptop](#), expanding a homework status category will display a [table overview](#) of each homework task for the selected date range.

^ To do 3								
	 Homework ↑↓	 Teacher ↑↓	 Lesson ↓	 Issued ↑↓	 Due ↑↓	 Estimated time ↑↓	 Type ↑↓	 Feedback ↑↓
	Research GDP	Mr A Blacker	8F/Gg	Monday 09/11/2020	Wednesday 11/11/2020	1 hours	Blended Learning	
	Write a soliloquy	Mr J Kato	8y/En2	Tuesday 10/11/2020	Tuesday 17/11/2020	30 minutes	Homework	
	Create a poster on French food	Mrs A Abell	7YEL/Fr	Friday 06/11/2020	Thursday 19/11/2020	45 minutes	Homework	Feedback

Homework attachment submissions

For certain homework tasks, your child may be asked to [upload their work](#) as an [attachment](#). If your school has allowed it, you will be able to upload homework attachments [on your child's behalf](#).

When viewing a homework task in more detail, you will see the [Upload attachment](#) button if your child's teacher is expecting their work to be uploaded.

To submit a homework attachment, click on the [Upload attachment](#) button and select the files of your choice. Successfully uploaded files will then appear above the button.

If your child's teacher leaves feedback on one of their homework attachments, you will see a [Feedback](#) icon appear on the associated homework task.

To do ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework

Issue date: Friday 20/03/2020

Due date: Friday 27/03/2020

Estimated completion time: 10

Completed?

Write a 500 word review on the book of your choice.

My attachments

 My book review.doc 

[+ UPLOAD ATTACHMENT](#)

You can upload a maximum of 5 attachments, each up to 250mb in size.

Supported file formats: doc, docx, pdf, xls, xlsx, ppt, pptx, pub, txt, png, jpeg, jpg, gif, rtf, mp3, odt, odp, csv, mp4, mov, m4a, sb3

RECREATION - MRS A ABELL □

Write a book review

Issued: Friday 20/03/2020

Due: Friday 27/03/2020

[Feedback](#)



Homework attachment feedback

If your school has decided to share homework feedback with parents, you will be able to see your view child's [homework attachments](#) and the [teacher feedback](#) that followed.

When viewing a homework task in more detail, you will see the [My attachments](#) section if homework submissions were set by the teacher. This contains your child's uploaded [homework attachments](#) along with any [teacher comments](#).

To view the homework attachment in more detail, click on the [filename](#) to generate a copy of the attachment.

If your school has decided not to share homework feedback with parents, you will see the [Feedback](#) indicator on homework tasks with teacher feedback, but will you [will not be able to view](#) your child's [homework attachments](#) or [associated feedback](#).

Submitted ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

Completed? Yes

Write a 500 word review on the book of your choice.

My attachments

 My book review.doc
Teacher's note: Excellent work!

Submitted ×

Write a book review

RECREATION - C6R/RC5 - MRS A ABELL

Type: Homework
Issue date: Friday 20/03/2020
Due date: Friday 27/03/2020
Estimated completion time: 10

Completed? Yes

Write a 500 word review on the book of your choice.

Detentions

If your school has decided to share detention information with parents, you will see the [Detentions](#) tab when viewing pupils from that school.

Selecting this tab will display a list of [detentions](#) which have been set for your child

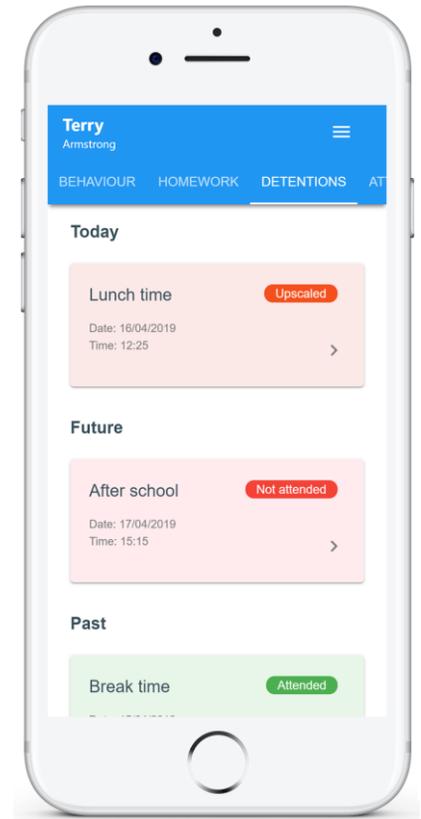
Detentions fall under 4 categories: [Attended](#), [Not attended](#), [Pending](#) and [Upscaled](#).

Attended: Your child has sat this detention.

Not attended: Your child did not sit this detention.

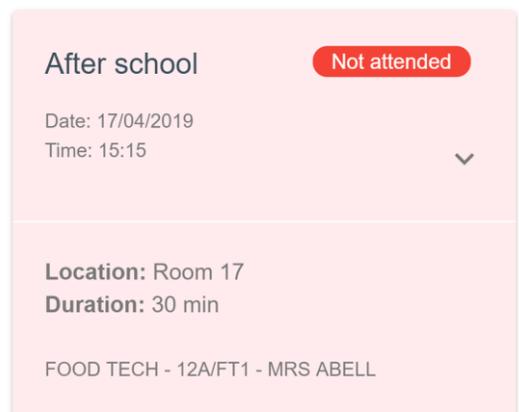
Pending: This detention has not been sat yet.

Upscaled: Your child's detention has been escalated into another type of detention.



To view more information about a specific detention, click on the [arrow](#) icon.

This will bring up a popup that describes the detention, including the [location](#) for the detention, the awarding [teacher](#) and [scheduling information](#).



Attendance

If your school has decided to share attendance records with parents, you will see the [Attendance](#) tab when viewing pupils from that school.

Selecting this tab will present you with a table of your child's [attendance](#) data for the past [31 days](#).

To change the displayed timeframe of attendance records, click on the [Date](#) button and select the date range of your choice.

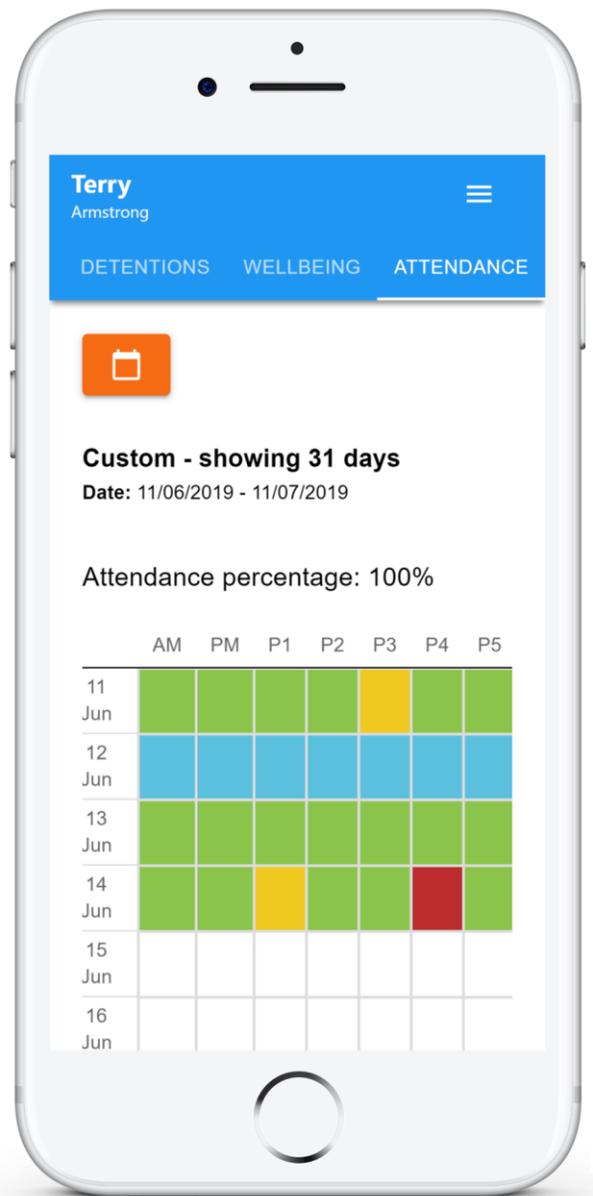
Attendance records fall under four categories: [Present](#), [Late](#), [Authorised absence](#) and [Unauthorised absence](#).

Present: Your child attended the lesson.

Late: Your child was late to the lesson.

Authorised absence: Your child did not attend the lesson, but had a valid reason for doing so.

Unauthorised absence: Your child did not attend the lesson and did not have a valid reason to do so.



Timetable

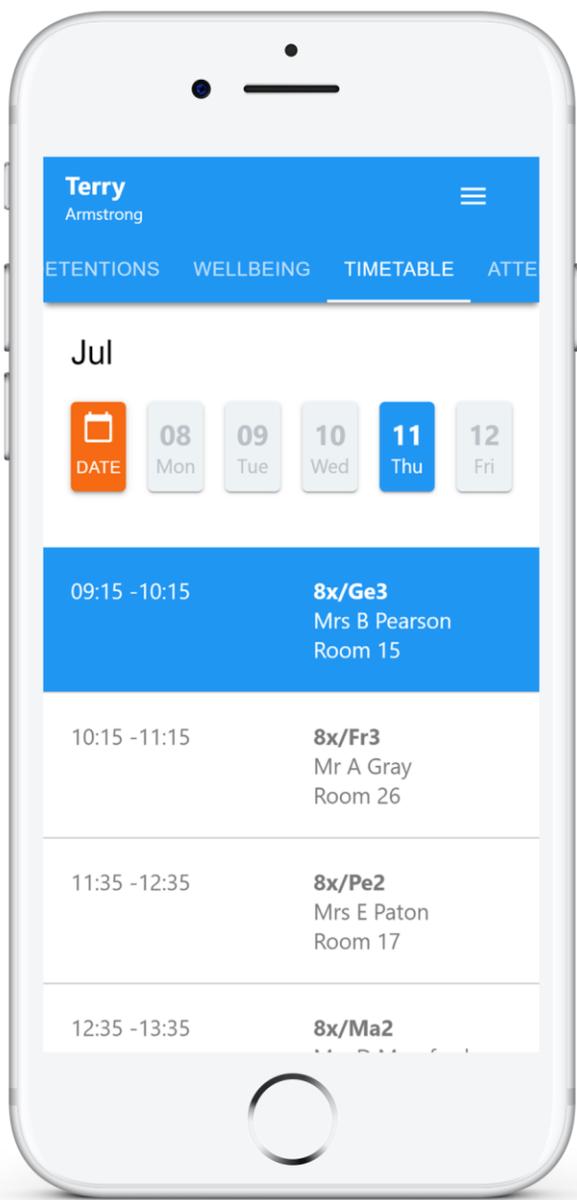
If your school has decided to share timetable data with parents, you will see the [Timetable](#) tab when viewing pupils from that school.

Selecting this tab will present you with your child's [timetable](#) for the current day. This includes the [time](#) of each lesson, the [lesson name](#), the [teacher's name](#) and the [room](#) where the lesson will take place.

Your child's current lesson will be highlighted in [blue](#), as shown on the right.

To view timetable data for another day of the week, click on one of the other [displayed dates](#) along the top of the timetable.

To change the displayed week, click on the [Date](#) button and select a date from the week of your choice.



Logging in to Class Charts

Once you have signed up to Class Charts, you can log back into your parent account at any time.

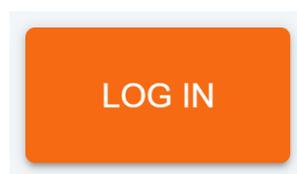
1. Select [Log In](#) from the main page and enter your [email address](#) and [password](#) into the fields provided.

[LOG IN](#) [SIGN UP](#)

Email address *

Password *

2. Click on the [Log in](#) button to begin accessing your Class Charts [parent account](#).



If you would like stay logged in when you close the Class Charts app, tick the checkbox labelled [Remember me](#).

Remember me

If you have forgotten your password, click on the [Forgot your password](#) link. You will be prompted to confirm your email address so that a password reset email can be sent.

Forgot your password? [Click here to reset.](#)

Adding additional pupils

Once you have set up your Class Charts parent account, you can [add additional children](#) to the same account. To add another child to your account, please follow the steps below:

1. Click on [Add Pupil](#) button in the left hand side navigation menu.

A grey rectangular button with a white plus sign and a person icon, followed by the text "ADD PUPIL" in white capital letters.

2. Enter [the Parent Access Code](#) that was provided to you by your school.

Add a child to your account

Please enter the parent code supplied by the school to add a new child.

Code
ABC123

OK CANCEL

3. Enter your child's [date of birth](#) when prompted.

Date of birth confirmation

To confirm you are the parent / guardian, please enter your child's date of birth.

Date of Birth
08/03/2006

OK CANCEL

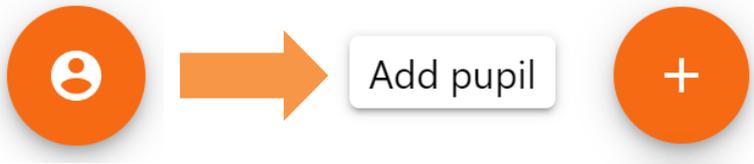
4. A [confirmation message](#) will appear and the child will be added to the left hand side navigation menu.

A green rounded rectangular message box with a white checkmark icon on the left and the text "You have successfully added a child." in white.

Adding additional pupils (app)

You are also able to add additional children through the Class Charts [Parent app](#). To add another child to your account via the app, please follow the steps below:

1. Click on the [Pupil](#) icon in the bottom right hand corner of the app and select [Add pupil](#).



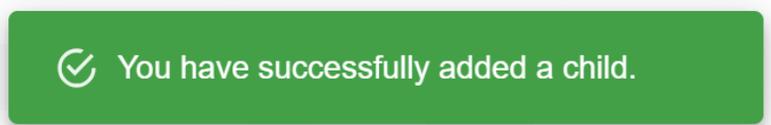
2. Enter the [Parent Access Code](#) that was provided to you by your school.

A screenshot of a mobile app dialog box titled "Add a child to your account". The text inside reads: "Please enter the parent code supplied by the school to add a new child." Below this is a label "Code" followed by a text input field containing "ABC123". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

3. Enter your child's [date of birth](#) when prompted.

A screenshot of a mobile app dialog box titled "Date of birth confirmation". The text inside reads: "To confirm you are the parent / guardian, please enter your child's date of birth." Below this is a label "Date of Birth" followed by a text input field containing "08/03/2006". At the bottom right of the dialog are two buttons: "OK" and "CANCEL".

4. A [confirmation message](#) will appear and the child will be added to the pupil icon popup.



Switching between pupils

If multiple children have been set up on your Class Charts parent account, you are able to switch between them and view child specific data at any time.

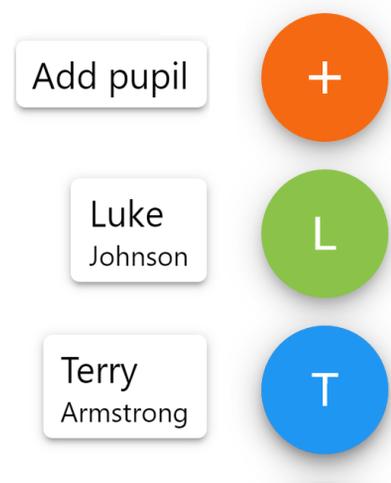
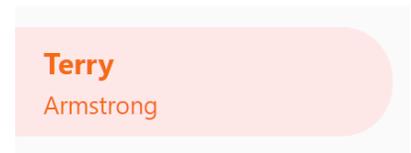
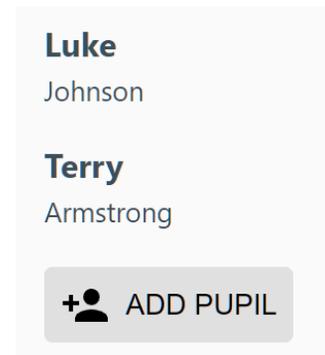
To switch between pupils on the desktop view, click on their [name](#) in the left hand side menu.

Their individual pupil dashboard will open on the first entry in the list. You can then switch between tab categories by clicking on the available icons in the list.

You can check to see which pupil is currently selected by looking for the [orange tab](#) highlighting their name in the left hand side menu.

To switch between children on the mobile app, click on the [Pupil](#) icon in the bottom right hand corner of the app and select the child of your choice.

Their individual pupil dashboard will open, allowing you to swipe between their available tabs.



Account settings

If you're using the desktop view, you can access the account settings menu through the [Settings](#) button in the top right hand corner of the page.

If you're using the mobile app, these options can be accessed through the [three lines](#) menu in the top right hand corner.

The [Change password](#) page allows you to enter a new password for your Class Charts parent account.

The new password must be a minimum of [8 characters](#) long, but we also recommend including an [uppercase](#) letter, a [lowercase](#) letter, a [number](#) and a [symbol](#).

The [Account details](#) page allows you to change the displayed name on your Class Charts parent account and the email address used to log in and receive notifications.

If you no longer wish to use your Class Charts parent account, click on [the Delete Account](#) option to permanently delete it. Should you change your mind, you will need to sign up again using the [parent code](#) provided to you by your school.

SETTINGS LOGOUT



✕ Change password

Current password

New password

Repeat password

✕ Account details

Full name

Example parent

Email address

example@edukey.co.uk

SAVE

DELETE ACCOUNT

FAQs & Troubleshooting

“I don't have a parent code!”

Please contact your school and ask for a new parent code.

“I can't log in! “

Please check your inbox. Have you ever had emails from Class Charts? If not, your email address could be misspelt.

“It says I don't have an account!”

Please make sure that you have successfully tried signing up with your parental access code before attempting to log in.

“My password is incorrect!”

Please use the “Forgot your password” link to reset your password.

“I'm not seeing ____!”

This quick start guide provides information on all of our modules. If you are not seeing a module mentioned in this guide, your school may not have decided to purchase / enable that module.

“I would like to know more about your privacy policy”

We store your data securely in the UK.

Your email address is used for account login and shared with the school so that they can send notifications and assist with account login problems.

We will not share your data with any other parties and never use it for marketing purposes.

For more detailed information please click here:

<https://www.edukey.co.uk/edukey-terms-conditions/>



Heworth Grange School

Enriching Lives, Inspiring Ambitions

An introduction to our
online payment service

www.parentpay.com



ParentPay[®]

What does ParentPay do?

- Enables you to pay for School meals and other items such as trips and events.
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You never need miss a payment or have insufficient credit with automated email/sms alerts
- ParentPay is quick and easy to use

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made to every service for every student
- Payments do not bounce
- Reduces paper 'waste'
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre

How do I get started?

We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

For help with this process please visit: <https://www.heworthgrange.org/page/?title=Parent+Apps&pid=62>



Parent (Carer/Legal Guardian) and Pupil Privacy Notice

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information. We comply with data protection legislation by providing 'privacy notices'. If you have any questions about this notice please contact Miss Kirsty Gordon, Data Protection Officer at Heworth Grange School. This privacy notice complies with the EU General Data Protection Regulations (GDPR) which will apply from May 2018.

The personal information we hold:

Personal information that we may collect, use, store, and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details and contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We might get some of this information from other agencies and organisations, including other schools, the Local Authority and the Department for Education.

How and why does the school collect and use personal information?

Here are some examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child.

- To support pupils learning and monitor their progress we record and track their achievements and set learning targets. This is reported to you and discussed at parents' evenings.
- Get in touch with parents (or Carers/Legal Guardians) when we need to.
- We obtain information from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We record attendance to help trace students and keep them safe.
- We may have information about any family circumstances which might affect your child's welfare. This helps us to provide the right pastoral care for your child.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other pupils at the School.
- We take photographs We use CCTV to make sure the school site is safe.
- of our students for identification purposes. We may also take photographs or videos at School events to use on social media and on the School website.
- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place such as Parents' Evenings.
- We are also required by education legislation to collect this information and report to the DfE and comply with the law regarding data sharing.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with and why.

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Examples of this include:

- Schools that the pupil attend after leaving us.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are legally obliged to share information with local authorities, for example, where we have any safeguarding concerns or exclusions.
- On occasion, we may need to share information with the police.
- We may share student information with suppliers and service providers to enable them to provide the service we have contracted them for. For example, software used to record behaviour or safeguarding concerns
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on School premises
- Our Academy Trust to enable them to track and support student progress.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The lawful basis on which we use this information:

We collect and use pupil information under the lawful bases for processing contained in Article 6 of the EU General Data Protection Regulation (GDPR). These are:

Consent (GDPR Article 6.1a)

Consent has been provided for a specific purpose. This can be withdrawn at any time.

Necessary for a contract (GDPR Article 6.1b)

We will need to use your information in order to perform our obligations. For example, student names will be provided to our catering supplier so they can provide services.

Legal obligation (GDPR Article 6.1c)

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests (GDPR Article 6.1d)

For example, to assist with urgent medical treatment.

Public interest (GDPR Article 6.1e)

The School is acting in the public interest when providing education. This will be the main legal basis for collecting personal data.

Legitimate interests (GDPR Article 6.1f)

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Specifically, the School has a legitimate interest in:

- Providing a range of educational services to your child

- Safeguarding and promoting the welfare of your child (and other children)
- Facilitating the efficient operation of the school
- Ensuring that all relevant legal obligations of the school are complied with

Special categories of data

The school must also comply with an additional condition when it must process special categories of personal information.

These special categories (as listed in Article 9 of the GDPR) are as follows:

- Racial or ethnic origin
- Political opinions
- Religion
- Trade union membership
- Genetic information
- Biometric information
- Health information
- Information about sex life or sexual orientation

An example of an additional condition used by the school and the basis under which we process this information is:

Explicit Consent (GDPR Article 9.1a)

Consent is given to use the biometric identification option for our catering systems.

If we ask for your consent to use personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. *Please contact the school if you would like to withdraw any consent given.*

How long do we keep your information?

We keep your information for as long as we need to in order to educate and look after your child. We will keep some information after your child has left the school, for example, so that we can find out what happened if you make a complaint. *Our Data Retention Policy is available on request.*

In exceptional circumstances we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide youth support services and (unless provided directly by the school) careers advice.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to continue to provide youth support and careers advice services as well as post 16 education and training provider support.

For more information about services for young people, please visit the local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. The DfE may share this information with other agencies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information – this is called a **subject access request**, or be given access to your child's educational record, contact details can be found at the end of this notice. You can make a request for your child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. You can also request access to any information we might hold about you.

If you make a subject access request and we do hold information about you or your child, we will:

- Give you a description of it in an appropriate format
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who we need to share it with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Other rights

Under Data Protection law, you also have certain rights regarding how your personal data is used and kept safe, including the right to:

- Object to the use of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have any concerns please raise them with us in the first instance. You can also find a copy of our complaints policy at www.consilium-at.com.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Or telephone: 0303 123 1113

Or write to: ICO Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact Kirsty.gordon@consilium-at.com.



Contact Us



Where to find us...

Heworth Grange School
High Lanes
Gateshead
Tyne and Wear
NE10 OPT



How to contact us...

For general enquiries please contact the main reception.

Telephone: **0191 421 2244**

Email: heworthgrangeenquiries@consilium-at.com



People you could contact...

Headteacher: Mr N Rodgers

Deputy Headteacher – Pastoral: Miss C Gibson

Deputy Headteacher – Teaching and Learning: Ms V Gibson

Assistant Headteacher – Behaviour: Miss S Rennie

Designated Safeguarding Lead: Mrs C Froom

SENDCo: Mr A Haddon

Attendance: Mrs L Anderson

Head of Year: Ms S Rostron



Heworth Grange School



@heworthgrangeacademy