



ClassCharts

Part of **tes**

Returning to school guide

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Creating temporary lessons

As not all pupils will return to school at once, you may need to create [temporary lessons](#) to [accommodate the returning pupils](#). Class Charts allows you to achieve this in bulk via [spreadsheet imports](#).

First, prepare a spreadsheet which lists the [lessons](#) that you'd like to create, along with the [email addresses](#) of the assigned teachers.

	A	B
1	Lesson name	Teacher email
2	Year 9 Maths A	example@edukey.co.uk
3	Year 9 Maths B	example@edukey.co.uk
4	Year 9 Maths C	demo@edukey.co.uk

Next, please [contact us](#) so that we can send you a [secure link](#) to upload the spreadsheet through.

Once the temporary lessons have been successfully uploaded to Class Charts, you can send us a [spreadsheet](#) of the pupils you'd like to include in each lesson.

Alternatively, you can add the pupils yourself on the [Classes](#) tab by clicking on the [Edit Class](#) button for the temporary lessons.

Please note: If your school no longer requires temporary lessons, we are able to [archive](#) them in bulk on your behalf.

Edit class: Year 9 Maths A (Example Label)

1 Add pupils to your class

Find pupil by name or group...

Daisy Bourne, Rita Boyd, Seana Bravelly, Alonso Brazil, Emma Briggs, Eriberto Brocato, Louisa Bartholomew, Lucy Barnes, Fiona Baker, Mohammed Adasheji, Sally Aames, Deon Abimbola, Edward Avis, Steven Arthur, Cheryl Ankonkule

Click on a pupil to add to your classroom. Click on a pupil to remove from your classroom.

2 Name your class: Year 9 Maths A

3 Choose an icon: [Icon]

4 Choose a room: Select current room: No room

Assigned teachers: Mr John Atkinson

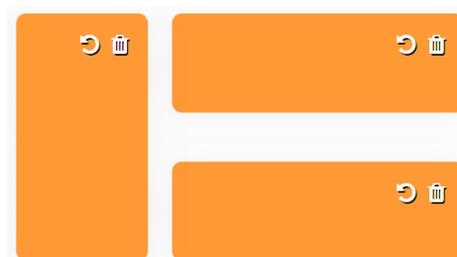
Clone class, Delete class, Save changes

Managing classroom layout for social distancing

As it is vital to ensure that pupils are seated at [safe distances](#) within your classroom, you may want to consider [rearranging your seating plan](#) so that [social distancing](#) is maintained. Below are a list of features that Class Charts provides which will help you adjust your classroom.

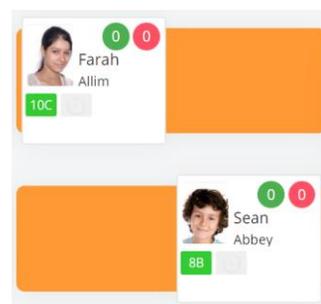
We recommend that you reposition your [desks](#), so that they better reflect the current layout of your classroom.

To find out more about room editing, please [click here](#).



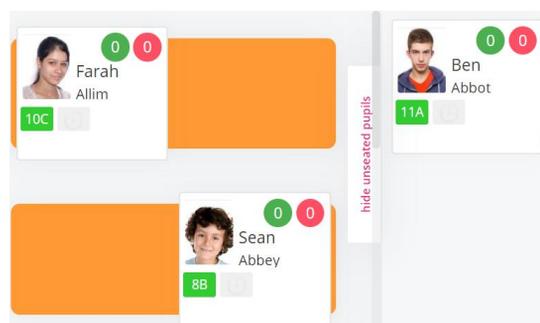
Once your desks have been spaced out, we advise that you adjust your [seating plan](#) so that pupils are seated safely.

To find out more about seating pupils in your lesson, please [click here](#).



If specific pupils have not returned to school yet, we recommend that you place their [pupil card](#) in the [unseated pupils](#) tab.

This allows you to focus on your current class of pupils when teaching.



Suggested seating plans for social distancing

In addition to manually arranging your classroom layout for [social distancing](#), Class Charts can also suggest [dispersed seating plans](#) based on the available seating. Below is a method of generating a suggested seating plan that emphasises [distance](#) between pupils.

Please note: pupils will only be [safely dispersed](#) if there are enough [desks](#) in the classroom.

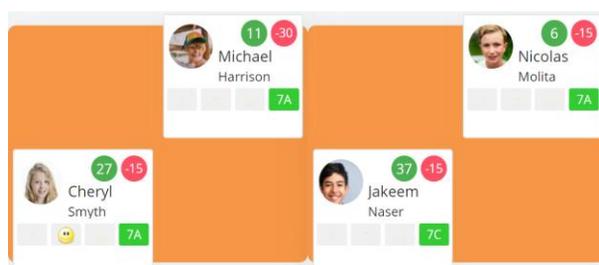
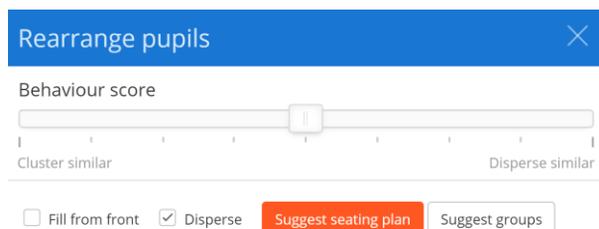
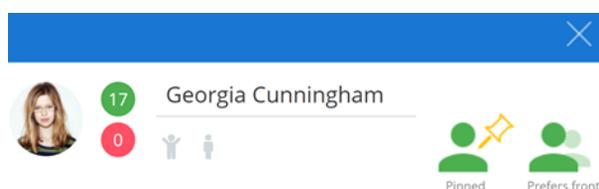
If a pupil has not returned to school yet, you may want to [pin](#) their [pupil card](#) in the [unseated pupils](#) tab. This prevents them from being included in the suggested seating plan.

To find out more about pinning a pupil card, please [click here](#).

Next, click on the [Rearrange](#) tab and select the [Rearrange pupils](#) option. Ensure that [Disperse](#) is ticked when setting up your suggested seating plan.

To rearrange your seating plan, please [click here](#).

Once the suggested seating plan has been generated, you will see that your pupils are now seated at [safer distances](#).

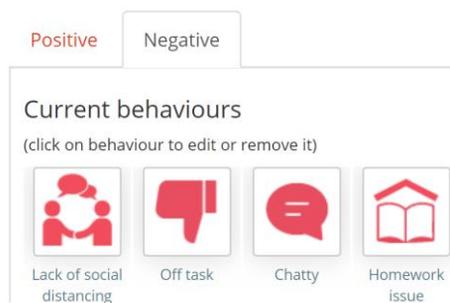


Ensuring safe learning

As pupils return to school, it is important to ensure that pupils are as **safe** as possible and the risk of **spreading infections** is kept to a minimum. Below are a list of features that Class Charts provides which will help you create and maintain a safe environment.

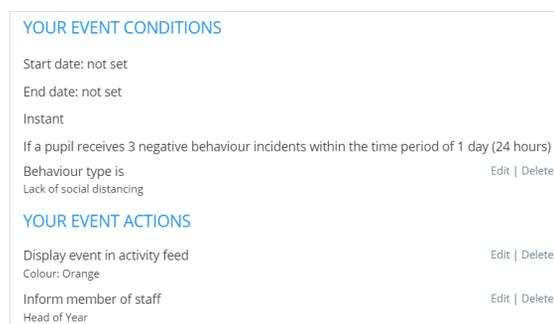
You may want to issue **behaviours** to your pupils, so that their adherence to social distancing is recorded.

To set up new behaviour types at your school, please [click here](#).



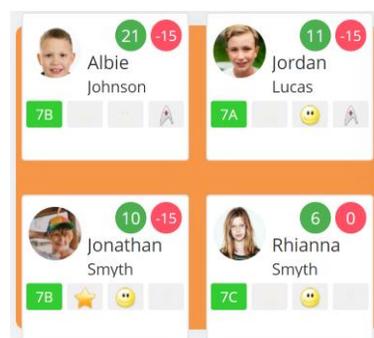
This can be taken a step further by including the behaviour types in an **Intel Event**, where you could automatically track which pupils frequently break social distancing..

To set up new intelligence events at your school, please [click here](#).



To identify at risk pupils with underlying health conditions, we recommend that you display **medical needs** as a **custom field**.

To set up your school's displayed custom fields, please [click here](#).

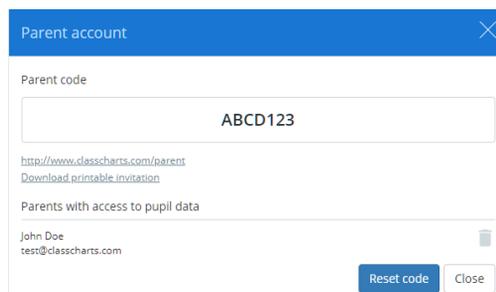


Keeping pupils and parents informed

As your school **implements changes** to ensure that returning pupils are **learning safely**, it is vital to keep pupils and parents in the loop with up to date information and guidance. Below are a list of features that Class Charts provides which will help you **inform** pupils and parents.

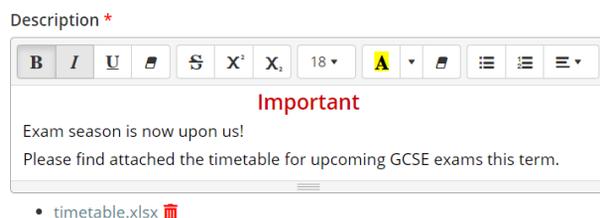
We recommend that you set up **pupil** and **parent** accounts at your school, so that pupils are able to continue with schoolwork and receive information updates.

To set up pupil and parent accounts, please [click here](#).



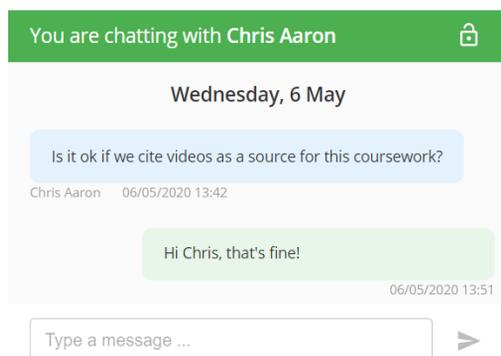
For informing multiple pupils and parents simultaneously, you can send **announcements** to the pupil and parent groups of your choice. This is useful for **school wide updates**.

To create an announcement, please [click here](#).



For providing 1:1 support for individual pupils and parents, you can use **two-way communications** to message them directly.

To message a specific pupil or parent, please [click here](#).



Blended learning for self isolating pupils

As lessons begin to resume, you may wish to implement **blended learning** so that pupils learning from home can continue to receive the learning and support that they require without being present in the classroom. Below are a list of features that Class Charts provides which will help you teach your class in this scenario.

If you are using online video conferencing to **broadcast classes** to your pupils, you may want to provide them with the correct link ahead of the lesson.

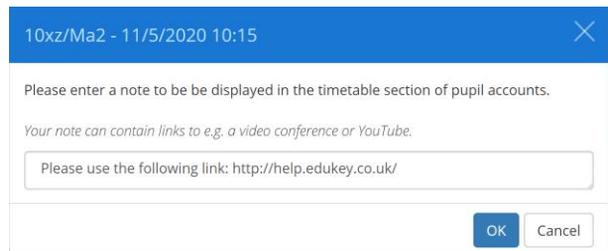
To include notes for your pupils in their lesson timetable, please [click here](#).

If pupils are unable to come into school, you may want them to submit digital work instead of paper based copies.

To create a homework task that requires submissions from pupils, please [click here](#).

As some pupils may be learning from home, you might want to assign them to different homework tasks than your in-class pupils.

To unassign pupils from a homework task, please [click here](#).



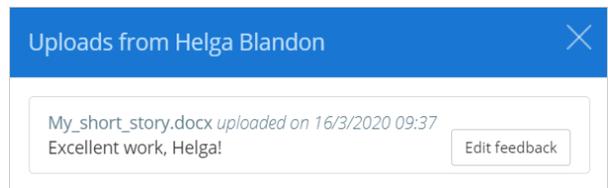
10xz/Ma2 - 11/5/2020 10:15

Please enter a note to be displayed in the timetable section of pupil accounts.

Your note can contain links to e.g. a video conference or YouTube.

Please use the following link: <http://help.edukey.co.uk/>

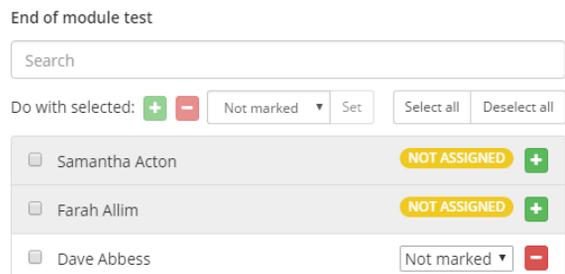
OK Cancel



Uploads from Helga Blandon

My_short_story.docx uploaded on 16/3/2020 09:37
Excellent work, Helga!

Edit feedback



End of module test

Search

Do with selected: Not marked

<input type="checkbox"/>	Samantha Acton	NOT ASSIGNED	<input type="button" value="+"/>
<input type="checkbox"/>	Farah Allim	NOT ASSIGNED	<input type="button" value="+"/>
<input type="checkbox"/>	Dave Abbess	Not marked	<input type="button" value="-"/>

Tracking pupil wellbeing

As pupils adapt to [new ways of learning](#) and [rules](#) that keep them safe from infection, it is important to keep their wellbeing in mind at all times so that they do not feel overwhelmed. Below are a list of features that Class Charts provides which will help you keep track of each pupil's wellbeing in these uncertain times.

We recommend that you regularly record [wellbeing submissions](#) for each pupil, so that you can determine how well they are coping.

To record a wellbeing submission for a pupil, please [click here](#).

How is this pupil feeling?

Upset Sad Neutral Happy Very happy

Seana was feeling worried today.

Timestamp: 22/5/2020 14:07 Tracker: Anxious Save

You can then use [wellbeing alerts](#) to automatically track the pupils that may need additional support, in order to adapt to the changes.

To find out more about setting up a wellbeing alert, please [click here](#).

Edit Wellbeing Alert

Notify when wellbeing incident is recorded by:

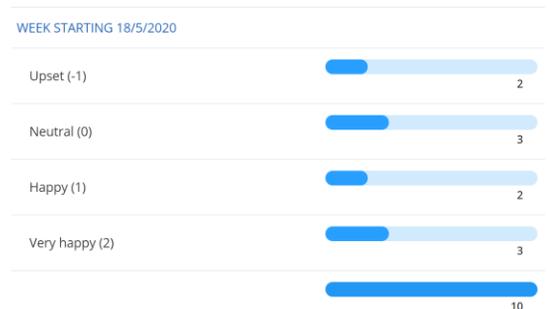
Parent Pupil Teacher

Notify when wellbeing incident has score:

-2 -1 0 1 2

During the return to school transition, you may want to create [wellbeing reports](#) so that you can track changes in pupil wellbeing over time and identify general trends at your school.

To find out more about running a wellbeing report, please [click here](#).



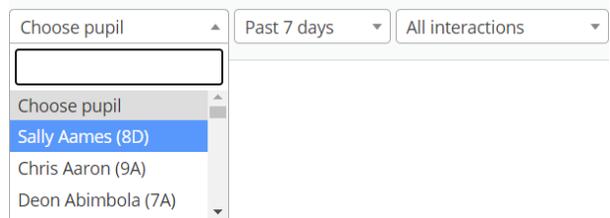
Monitoring interaction history

As your pupils return to school with [social distancing](#) in mind, it is important to ensure that [pupil interactions](#) are monitored regularly so that potential risks can be identified. If your school is on [SIMS](#) and uses [Wonde](#) or [XoD](#), Class Charts allows school admins to do this via [Interaction History](#).

For an in depth look at how the Interaction History module works, please [click here](#).

To view a pupil's interaction history, select the pupil of your choice from the [Choose pupil](#) drop down menu.

You can also choose how many [school days](#) to display and the [type](#) of interaction.



The [interaction history table](#) will then be generated for the selected pupil.

This table displays each [pupil](#) that shared a lesson with the selected pupil, along with the [day](#) and [period](#) each lesson took place in.

	10 JUL					13 JUL				
	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5
Stephen Ackton (9E)		Yellow	Yellow	Yellow	Yellow		Yellow	Yellow	Yellow	Yellow
Mohammed Adasheji (9F)	Yellow	Red	Red	Yellow	Yellow	Grey	Yellow	Red	Red	Red
Harold Amis (9E)	Yellow	Yellow	Yellow	Yellow	Red	Yellow	Yellow	Yellow	Yellow	Yellow
Tina Angel (9D)	Yellow	Grey	Yellow	Yellow	Yellow	Yellow	Yellow	Grey	Yellow	Yellow
Lucy Barnes (9D)	Yellow	Red	Yellow	Yellow	Red	Yellow	Yellow	Red	Red	Yellow
Tommy Barnes (9E)	Grey	Grey	Grey	Grey	Yellow	Yellow	Yellow	Red	Red	Yellow
Louisa Bartholomew (9F)	Yellow									
Xander Berk (9D)	Yellow	Blue	Blue	Yellow						

Each result in the interaction history table is colour coded depending on the [proximity](#) of the interaction.

Yellow	Pupils were in the same class, but seated apart
Red	Pupils were in the same class, seated close
Blue	Pupils were in the same class, we don't know if seated close
Grey	Pupil was not attending the class