

30th April 2021

Parents and Carers of TQEA Students

Dear Parents and Carers

As you are aware we have been moving our communications for home to the Class Charts system, introduced to you last July, which we have been using since the start of this academic year.

We are now in the final phase and will be moving exclusively to all digital communications being made via Class Charts from next week and the PS Connect/CallParents/IRIS/MyEd App communication tools will be no longer available.

We will continue to put any letters or school communications on our website and, as always, recommend that you check the [Letters/Information for Parents](#) page regularly to ensure nothing is missed. Scroll down past the safeguarding, term dates, parents evening login (only available in certain windows) and prospectus links to find all our past communications.

As you are aware your Class Charts App informs you of your child's attendance. For reporting on the day or future absences to us you can use:

- Class Charts App – Click on **Report Absence** and then fill in the details and attach any letters or appointment cards
- Email via – attendance@tqea.org.uk
- Telephone – call us on 01827 712477 selecting option 1 and leaving a message.

Also you will be used to the Class Charts updates giving you a live record of your student's behaviour in school, both positive and negative, with notifications if your child has a same day detention at the end of the school day and this will continue.

If you would like to send us a message regarding anything else or generally get in touch you can use:

- Class Charts App – messaging us via Ms Admin Team
- Email via – info@tqea.org.uk
- Telephone, call us on – 01827 712477

Finally, our weekly news will still be sent out to you each week and our School Newsletters will be sent each term.

We will also send out snippets of good news via social media, on twitter, which you can see on our website, (scroll down the Home page) or you can follow the feed https://twitter.com/TQEA_Principal or [@TQEA_Principal](https://twitter.com/TQEA_Principal)

for tweets. Or via our Facebook page, again you can go to our website and scroll down for the link, or find us by searching TQEA – The Queen Elizabeth Academy or by using the link [Facebook.com/TQEA](https://www.facebook.com/TQEA) .

If you haven't accessed the Class Charts App for your child, please let us know and we will send out the user name and password you will need.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Harding', with a stylized flourish extending to the right.

Mr N Harding
Principal
The Queen Elizabeth Academy