



Communicating with Parents and Carers at Oxted School



At Oxted School, we use different systems to communicate about the various aspects of school life. We appreciate that sometimes this can be confusing, but it is important that we communicate different types of information and, unfortunately, there isn't one system that does everything we need!

The table below summarises the key means of communication at Oxted School and how you can access support if you need it.

System	Purpose	Support
ClassCharts	<p>ClassCharts is the main port of call for information about your child's education. You can monitor the following:</p> <ul style="list-style-type: none">• Achievement and behaviour• Detentions (Reflections) set• Timetables and classes• Announcements – this includes whole school communications, messages from teachers and any other updates <p>Students have now been given logins for ClassCharts so that they can also see the above information.</p>	<p>Email classcharts@oxted.thpt.org.uk</p> <p>There is also further guidance here: https://www.oxtedschool.org/News/ClassCharts/</p>
SIMS Parent App	<p>This app gives you up-to-date information on:</p> <ul style="list-style-type: none">• Attendance• School report	<p>Email parentapp@oxted.thpt.org.uk</p>
Teams	<p>Microsoft Teams is used by students for homework. Homework is set as an assignment.</p> <p>Class teachers can set Teams to send emails to parents when an assignment is overdue.</p> <p><i>Please note that if an assignment is marked as 'turned in', this is generated by the student, not the teacher.</i></p>	
Emails	<p>Most letters are sent as Announcements via ClassCharts. However, for some key letters, these are emailed directly as a PDF.</p>	<p>Contact Claire.kent@oxted.thpt.org.uk</p>
School Website	<p>All general letters which are sent out are also saved on our website.</p>	<p>https://www.oxtedschool.org/Letters-Home/</p>
Sco Pay	<p>Online payments for food in school and other costs.</p>	<p>Email financesf@oxted.thpt.org.uk</p>
Parent Bulletin	<p>Published every Friday informing parents of what is happening across the school for the following week.</p> <p>Links to the Year pages of the bulletin are also included.</p>	<p>Contact Claire.kent@oxted.thpt.org.uk</p>