

27th April 2026

Dear Parent/Carer

I am writing to inform you of an important change to our school communication systems.

From September, Ludlow School will be moving away from ClassCharts and transitioning to a new platform. Please note that **ClassCharts will no longer be in use after the end of April**, and we ask that you delete the app from your device.

What this means for parents and carers

- **Reporting student absence**

Please contact the school directly by emailing admin@ludlowschool.com or by calling **01584 872691**.

- **Homework, merits, demerits and detentions**

All homework will now be recorded in students' planners, along with merits, demerits, and any break or lunchtime detentions. We ask that you check your child's planner regularly to stay up to date.

- **After-school detentions**

If your child is issued with a 30 or 60 minute after-school detention, you will be informed via an **InTouch** message sent to your registered email address.

- **Isolation**

If your child is placed in Isolation, you will be contacted directly by your child's **Head of House**.

- **Late arrivals**

- For students arriving late to school, planners will be stamped and a lunchtime detention issued. Please check your child's planner regularly.

- **Attendance information**

Your child's Tutor will share attendance information with your child on a weekly basis.

We will be in touch again in **September** with full details about our new system, **Arbor**, and how you will be able to access it.

Thank you for your continued support as we make this transition.

Yours sincerely



Mr M Stoppard
Headteacher