

19 February 2024

Dear Parent/Carer,

I am excited to share with you information about our new portal. The Portal will allow you and your child to view their Praising Stars reports online, see their timetable, attendance data and an overview of any Consequences that have been issued and, most importantly, read any praise comments. Overtime, and in consultation with parents/carers, additional features will be added.

Through access to this additional information, we hope that you will continue to support the school through regular conversations with your child about their learning, promoting the importance of good attendance, discussing any behaviour incidents and celebrating their successes.

Parental access to the Portal is via the email address we hold on your child's record. If you need to check that the information we have for you is correct, please contact Reception on the above number. Please note, only parents/carers with parental responsibility will be able to access the Portal. Students will be able to access the Portal using their school Google email address. Instructions on how to sign in to the Portal can be found at the end of this letter. Please contact Reception, during normal school hours, should you need any support.

I also felt it timely to remind you of the many existing methods of communication we have in place. I recognise that it can sometimes be frustrating for parents/carers but would like to reassure you that we are working hard to improve parental communication.

Email

Many staff are student facing throughout the day therefore the most convenient way to communicate is via email. If you know the name of the staff member you are trying to contact you can email them directly by using their first initial and surname in the following email format a.teacher@city.outwood.com. Alternatively, you can email enquiries@city.outwood.com and Reception will forward it to the most appropriate person. We aim to respond to all communication received in this format within 72 hours but please bear in mind that this may vary if a staff member is absent.

If the issue is pastoral, please consider contacting your child's Form Tutor in the first instance. If the matter is academic, please contact the relevant class teacher. In addition, each year group has a Learning Manager, another key point of contact for your child:

- Year 7 - Mr Ross Hannah - r.hannah@city.outwood.com
- Year 8 - Ms Olivia Jones - o.jones@city.outwood.com
- Year 9 - Mr Tom Cropper - t.cropper@city.outwood.com
- Year 10 - Ms R Boyden - r.boyden@city.outwood.com
- Year 11 - Mrs S Simpson - s.simpson@city.outwood.com

Our SENDCO, Mrs Black's email address is g.black@city.outwood.com. Mrs Black is the point of contact should your child have an Education and Health Care Plan (EHCP) or additional educational needs.

Social Media

Information about school activities and parental messages are regularly posted on our X (formerly Twitter) account, [@OutwoodCity](https://twitter.com/OutwoodCity). We are immensely proud of our students' achievements and enjoy showcasing their exceptional work via social media too.

Written Communication

We use text messages as a quick way to share information including reminders about key events and links to parental letters. Please note, all text messages will be sent to the first named contact on your child's record.

Parental letters are published on the school's website, under the section titled 'Updates from the Academy'.

Telephone Contact

When you call school, you will be offered a menu of the most frequent extension numbers eg. Attendance. If you don't know the extension number of the colleague you are trying to contact, please hold and your call will be answered by Reception.

Student Planner

We work hard to ensure that the planner involves lots of information that is useful to not only students but also to their parents/carers. If you have not already done so please have a look at your child's planner.

What we teach your child

There is a vast amount of information on our [website](#). You can find out more about what we teach in each subject via the [Subject Overview pages](#) (found under the Curriculum tab).

How your child is getting on

Praising Stars reports provide you with information on how your child is getting on in all of their subjects. Each report will include effort and attainment grade information, along with any homework or attendance concerns and requests by teachers to see you at Parents' Evenings.

Careers Information

Independent careers advice and guidance for all our students is provided by Progress Careers. More information about our careers programme can be found on the [Careers section](#) of our website (found under the Curriculum tab).

I hope you have found this information useful and that it goes some way to improving your view of how we communicate with you. We always welcome your feedback on how we can further strengthen home/school communication.

Yours faithfully

A handwritten signature in cursive script that reads "Emily Rosaman". The signature is written in black ink on a white background.

Ms Emily Rosaman
Principal

Getting Started

Visit portal.outwood.com or scan the QR code.

To sign-in:

1. Enter your email address
2. Check your inbox for a special “magic link”
3. Tap on the link to sign-in!



Magic links usually arrive very quickly but can take a few moments at busy times. If one does not arrive after a few minutes, please check your spam folder in the first instance.

What's available?

Praising Stars Reports

An online version of your child's Praising Stars reports, including all their previous reports.

Praise

All of the praise comments given by teachers.

Attendance

An overview of your child's attendance.

Consequences

An overview of any sanctions issued.

Student Timetable

Your child's timetable, including subject, teacher and classroom.

