

Our Ref: JS/JMB

Date: Tuesday 11th July 2023

Dear Parents/Carers,

Re: Outwood Post 16 Centre – Parent Portal

We are pleased to announce that today we are launching a new online portal allowing you to access information relating to your son/daughter whilst they are studying at Outwood Post 16 Centre. The portal currently shows Attendance, Praise, Consequences, and Praising Stars Reports.

Parents & carers who have parental responsibility will be able to access the portal using their email address from today, **Tuesday 11th July 2023**.

Guidance on how to sign in to the portal are on the reverse of this letter. If your email address does not work, this may be that we hold an incorrect email address for you. Please contact the Post 16 Centre if you experience any issues with the registration process.

If you still need to provide an email address, please get in touch with the academy to update your contact details.

Yours faithfully



Mrs J Shea

Head of Outwood Post 16 Centre

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!

The 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 son/daughter's Praising Stars reports, including all their previous reports.

Praise

All of the praise comments given by teachers.

Brilliant resilience in fitness today on the boxing equipment. Well done!

Attendance

An overview of your son/daughter's attendance.

A. Teacher (PE) Mon 01 Jan 2023 at 00:00

Consequences

An overview of any sanctions issued.

Present	Authorised Absence
100.0%	0.0%

Student timetable

Your son/daughter's timetable, including subject, teacher and classroom.

Unauthorised Absence	Lates
0.0%	0

Calculations are based on number of sessions attended. A session is half a day at school. This data is subject to change as attendance marks are processed.

08:25 **Tutor Groups**
 U1 A. Teacher 7/France

08:45 **Maths**
 U2 B. Teacher Ma1