

Our ref: GD/MMC

13th February 2020

Dear Parent / Carer

I am writing to you with important information about our next Parents' Progress Evening which takes place on Thursday, 27th February 2020 between 4pm and 7pm.

Once the latest Praising Stars reports have been issued, which are due to be sent home with students on Friday, 14th February 2020, parents will be able to see which members of staff have raised a concern and recommended that an appointment is made with their son/daughter's subject teacher. Also, you can ask your child to make an appointment if you would like to see a particular teacher to discuss their progress.

All appointments that are required should then be made through their son/daughter's subject teacher. Please speak to your son/daughter and ask them to make an appointment for you. Alternatively, you can contact the academy in one of the following ways:

- Completing the contact form on the academy website
- Emailing – enquiries@portland.outwood.com
- Contacting reception on 01909 471010

When contacting the academy please state your son/daughter's name, year group and which member of staff you would like to see. This information will be passed on to the relevant member of staff who will then write your appointment time in your son/daughter's planner.

May I take this opportunity to thank you in advance of your support and patience and look forward to welcoming you on Thursday 27th February 2020.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G Dzoboku', enclosed within a hand-drawn oval shape.

Mr G Dzoboku
Principal