

Our ref: JMY/AKE

Thursday 27th July 2023

Dear parent/carer,

Outstanding Data Collection Form

I am delighted that your child will be attending Outwood Academy Portland in September. As per my previous letter, dated Friday 28th April 2023, we need you to complete a google form with information regarding your child, ready for them starting with us in September. The original deadline for the form was Monday 3rd July 2023, however, we have not yet received the information from you that we require for your child.

Completing the data capture form should take no longer than 10 minutes. You will be required at the start of the form to enter your child's OGAT Student Reference Number to enable us to verify your identity. The form will take you through a series of questions. While possible to complete on a mobile phone, it would be advisable to access the form on a tablet or computer.

To access the form, please visit: <https://forms.gle/f9TtMgVgch6dRCoN8>.

Your child's OGAT Student Reference Number will be detailed on the letter we sent out to you via post.

Please ensure you complete all sections of the form and do so by **Monday 4th September 2023**.

If you have any issues, please contact us by email to enquiries@portland.outwood.com or via the contact form on the website: <https://www.portland.outwood.com/contact> to request a paper copy of the form. Please note that due to the majority of staff being on annual leave for the summer holidays, emails will still be monitored but the response time may be slightly longer than 48 hours.

Yours faithfully,



Miss A Kelly
Year 7 Learning Manager