

25th May 2023

Dear Parents/Carers,

I am excited to announce that we will soon be launching our Parent Portal. The new online portal will allow you to access information relating to your child for Attendance, Praise, Consequences and Praising Stars Reports.

The portal will be accessible for all parents and carers who have parental responsibility (PR) and they will be able to access the portal using their email address.

In preparation for the launch of the Parent Portal we need to make sure that we have up to date email addresses for parents/carers, therefore, a certain amount of data collection is necessary. Due to the volume of responses this process will generate we will collect data one year group at a time starting with year 9.

In the first instance we will request information from all parents who are the primary contact. Once this data collection is complete, we will then look at gaps where no email address exists for parents/carer and be in touch with these parents separately. I would ask that the form is only completed once, giving the email address of any parent/carer with PR.

To enable parents to provide us with their email address a google form has been created. Parents will need a unique code to allow them to complete the form, this will help us to confirm their identity. The unique codes will be sent out to parents shortly using our text messaging service.

Further information relating to the new parent and carer portal will be communicated prior to the launch.

Yours faithfully



**Danielle Sheehan**  
**Principal**