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> Web: www.portland.outwood.com Email: enquiries@portland.outwood.com Principal: Mrs Danielle Sheehan

February 2022

Dear Parent/Carer,

#### **Re: Parents Evening 3**

I hope that you are able to celebrate with your child when they bring home their Praising Stars report. Please refer to your child's report and the column requesting you to make a parents evening appointment on **Thursday 3rd March between 4pm and 7pm**. We would now like to offer an opportunity for you to discuss your child's progress with their class teacher, their Learning Manager or the Inclusion Team. **Appointments will be available to book from Monday 21st February 2022.** 

We are organising a parents' evening that will take place using Google Meet for Years 7, 8, and 9, with face to face appointments for some Year 11, Year 10 and Post 16 students. Face to face appointments can be booked with your child's class teacher through your child's Google Classroom or your child can make the appointment in person on your behalf. Please see the following pages for detailed instructions about how to book the Year 10 and Year 11 face to face parents evening appointments through your childs' Google Classroom.

We hope it will provide you with an ideal opportunity to see some of the staff in school who support your child's progress. It will also enable you to find out what the students will need to do to make even more progress before Praising Stars 4 comes out on Thursday 24th March.

We look forward to seeing as many of you as possible on the night.

Yours faithfully,

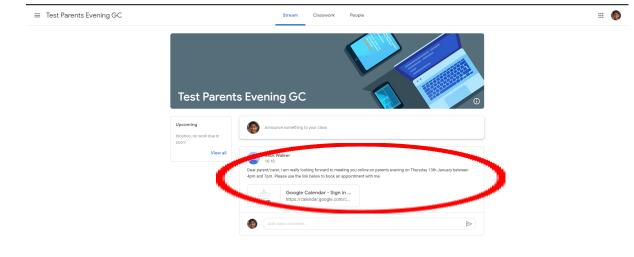
Mr Walker

**Assistant Principal** 

# Parents Evening Parent and Student Guide - Thursday 3rd March 2022

### How to book appointments - from 8am on Monday 21st February

- I. Go to <u>classroom.google.com</u>.
- 2. Log in using your child's Gsuite login details. Their username is their S code email address.
- 3. Open the Google Classroom of the teacher with whom you would like to book the appointment.
- 4. In the stream, there will be a post saying: Dear parent/carer, I am really looking forward to meeting you online (years 7-9) or in person (years 10-11) on parents evening on Thursday 3rd March between 4pm and 7pm. Please use the link below to book an appointment with me.
- 5. Click on the link provided. This will take you to a calendar.



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- 6. In the top right-hand corner, click on "Day", then move across to Thursday 3rd March.
- 7. You will see some grey boxes. Each box represents an appointment slot with the teacher. Hovering the mouse over each box tells you the time slot that can be booked. If there are no grey boxes, it means the teacher has no remaining appointments; please contact them

through reception to arrange a phone call at an alternative time.

Thursday, 13 Jan 2022					Reresh Day
		Thursday 1/13			
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- 8. Click on the grey box for the appointment slot you would like to book. A box will appear called "Book an appointment".
- 9. Press "Save". You do not need to add any details.

Book an a	ppointment	×
	Mr J Walker January Parents Evening 2022 (Price Riddle) Thu, 13 January, 4:20pm – 4:25pm	Tip: You can customise the details of the event after you save it.
Who Where Description	Price Riddle	
Description		
$\subset$	Save Bancel	

10. When you return to the calendar, the time slot you have booked will have disappeared.

#### How to see your appointment schedule

- I. Go to <u>calendar.google.com</u>.
- 2. Log in using your child's Gsuite login details. Their username is their S code email address.
- 3. In the top right-hand corner, where it says "Week" with a drop down arrow, click on this and change it to "Schedule".
- 4. Go to Thursday 3rd March.

= 🗾 Calendar	Today < > Jan 2022 – Jan	2023	Q 🕜 🔅 Schedule - 🗰 🔘
Create	(13) JAN, THU • 4:20 – 4:25pm	Mr J Walker January Parents Evening 2022 (Price Riddle)	
January 2022 < >	17 мая, тни 🌒 All day	St Patrick's Day (Northern Ireland)	
January 2022 < > s м т w т F s	27 MAR, SUN • All day	Daylight Saving Time starts	
6 27 28 29 30 31 1 2 3 4 5 6 7 8	15 APR, FRI 🔹 All day	Good Friday	
0 10 11 12 <b>13</b> 14 15 0 17 18 19 20 21 22	17 APR, SUN <ul> <li>All day</li> </ul>	Easter Sunday	
3 24 25 26 27 28 29	18 APR, MON   All day	Easter Monday (regional holiday)	
0 31 1 2 3 4 5 Aeetwith	23 APR, SAT • All day	St. George's Day	
路 Search for people	2 MAY, MON  All day	Early May Bank Holiday	
ïme Insights ^	2 јим, тни 🌒 All day	Spring Bank Holiday	
3 JAN 2022 - 13 JAN 2023 1.1 hrs in meetings	3 JUN, FRI 🌒 All day	Queen's Platinum Jubilee	
More insights	11 JUN, SAT   All day	Queen's Birthday	
Price Riddle	12 JUL, TUE   All day	Battle of the Boyne (Northern Ireland)	
Birthdays	1 AUG, MON • All day	Summer Bank Holiday (Scotland)	
<ul> <li>Reminders</li> <li>Tasks</li> </ul>	29 AUG, MON • All day	Summer Bank Holiday (regional holiday)	
Other calendars + 🔺	30 oct, sun 🔹 All day	Daylight Saving Time ends	
<ul> <li>Holidays in the United Kin</li> <li>Test Parents Evening GC</li> </ul>	31 ост, мол • All day	Halloween	
Training Classroom	5 NOV, SAT • All day	Guy Fawkes Day	
	13 NOV, SUN  All day	Remembrance Sunday	

5. The appointments you have booked will appear at the correct time on this calendar.

## What if parents do not have internet access?

Your child can make an appointment with their teacher during their lesson, and the teacher will book the appointment online on your behalf.