

Dear Parent/Carer,

As part of our continued engagement with you regarding your child's progress, we are inviting you to make a video appointment to meet your child's Form Tutor remotely. These meetings are booked online and then held by video-meet, rather than in-person at the academy. The purpose of this meeting is to discuss your child's Praising Stars 6 report and to set targets to prepare for next academic year.

Outwood Grange Academy's Tutor Evening will be on **Tuesday 12 July from 3:30pm to 7pm**. Booking opens on 1 July. The booking system will close to new appointments at 2:30pm on Tuesday 12 July; this is to allow staff the time to organise the Praising Stars reports and additional information for the appointments to run smoothly.

To make your appointments please login at: <https://parents-booking.co.uk/outwoodgrange>

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you. On the day of your appointment, you will need to re-login at the website address above. Ten minutes before your appointment is due to begin, you will be able to join the video meeting room, where you can wait for your appointment. A 6 minute timer begins once your meeting is due to start and not when you arrive. Once the timer finishes there is no option to carry the meeting on and it will end to allow the teacher to move on to their next appointment. Further support and guidance around the video calls can be found [here](#).

If you are unable to book at home, please contact the school office for help by emailing: enquiries@grange.outwood.com or calling reception during office hours on 01924 204350.

Yours faithfully,,



Lee Woods
Vice Principal