

12 December 2022

Dear Parent / Carer

**Upcoming Parents Evenings
Online Appointment Booking**

I would like to invite you to attend our upcoming virtual parents evening which will cover all subjects for Year 9. The response we received running the same format with other year groups was very positive with parents overall preferring this style and format. We will be able to update you on their current progress and also set some targets for the remainder of the academic year. Below confirms the times and date of the upcoming event.



The graphic is a purple rectangular invitation with rounded corners and a decorative scroll-like border on the left side. The text is in white and yellow. On the left side, written vertically, is 'Tuesday- 3:30pm to 6:30pm'. The main text reads: 'Virtual Parents Evening - Invitation', 'Year 9', 'with class Teachers', and '10th January 2023'. On the right side, there is a circular callout containing the text: 'Follow the link on the letter to book your appointments.'

The Academy previously introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with the teachers and you will receive an email confirming your appointment/s. The feedback we have received has been very positive from parents, therefore we are continuing with this system. The appointment/s will then be conducted virtually with the teacher via camera. There is no need to download any apps as you can access all appointments through your web browser on a phone/ipad/laptop etc.

Appointment bookings will open on Tuesday 3rd January 2023 at 8am and will close on Monday 9th January 2023 at 10am. Should you wish to make any changes after this time please contact Main Reception.

Please visit <https://outwoodacademyfreeston.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add and attend appointments can be found <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. To login to the system you need your child's name and date of birth. Please be aware that the system is highly sensitive to this important information, therefore please ensure details are inputted carefully.

If you do not have access to the internet or have any further issues please do not hesitate to contact us at enquiries@freeston.outwood.com or 01924 302560.

Yours faithfully

T Daniels

Mr T Daniels
Assistant Principal

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