

Dear Parents & Carers,

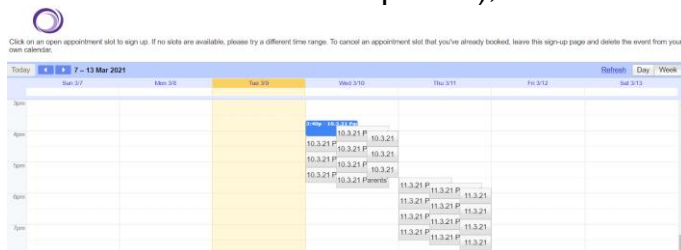
Please join us for Parent's Evening on either **Tuesday 1st November or Thursday 3rd November, 3.30pm to 6.00pm.**

This year, our Parents' Evening format will be slightly different in terms of logistics. When you arrive at school, you will be shown to the hall which is where your child's books will be ready for you to look at before your appointment. There will be refreshments available and an opportunity to talk with myself and Mrs Kirman. To ensure you have adequate time to look at your child's work, please aim to arrive at school at least 10-15 minutes before your appointment. When the time comes for your appointment, our helpers will escort you to the correct classroom.

To book an appointment, you will need to visit the appropriate link outlined below. This will then offer you a range of available appointments all of which are 10 minutes in duration for you to book yourself.

The steps that you will need to undertake are as follows:

- Sign in to Google with your **child's** Google login (the one they use for school which will be in their planner);



- Follow the booking site link for your child's class listed below,
- Scroll to the dates of the parents evening and select your preferred slot.
- Check your child's details are correct (this will automatically fill in, if you are signed into Google as your child) and press the save button.
- Repeat this process for children you may have in other classes but ensure you log out and back in again as the child you are booking for

Here is a short video of how to undertake this process

<https://www.loom.com/share/0c7c6b11496c4f18b7d40b1ddf3a4b9b>

Of course, if you have any difficulty in booking an appointment, please contact the school office and we will book one on your behalf.

Please see the booking links for each class on the next page.

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

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Class	Booking site link
3JW/HR	https://tinyurl.com/Parents3HRJW
3AS/SB	https://tinyurl.com/3ASSBParentsEve
3SF	https://tinyurl.com/3SFParentsEveningOJAB
3LT	https://tinyurl.com/OJAB3LT
4KH	https://tinyurl.com/4KH-OJAB
4DM	https://tinyurl.com/4DMparentsevening
4BG	https://tinyurl.com/4BGparentsevening
4JM	https://tinyurl.com/4JMParentOJAB
5LP	https://tinyurl.com/OJAB5LPPE
5EJ	https://tinyurl.com/5EJParentsEveningOJAB
5AM	https://tinyurl.com/5AMParentsEveningOJAB
5KW	https://tinyurl.com/5KWparentseveOJAB
6TN	https://tinyurl.com/6TNOJAB22
6CJ	https://tinyurl.com/6CJparentsevening
6MS	https://tinyurl.com/6MSparentsevening
6MF	https://tinyurl.com/6MFparentsevening

Should you require any support, please do not hesitate to contact us in school and we will support you with booking an appointment.

We looking forward to seeing you.

Mr S Tait

Head of School