

Friday 22nd September 2023

Dear Parents/Carers,

### **Launch of Parent Portal- Year 7**

Today, we will be launching our online Parent Portal to Yr7 parents and carers. The Parent Portal will allow parents and carers to view the following information on your child:

- Attendance: an overview of their attendance
- Consequences: an overview of their consequences
- Praise: individual praise given by teachers
- Praising Stars: all Praising Stars reports
- Timetable: student timetable

Year 7 parents and carers who have **parental responsibility** can access the portal using their email address from **today**. The email address you will need to use is the one you have already provided to the academy.

If you still need to provide an email address, or want to change the email address, please get in touch with the academy to update your contact details on [enquiries@danum.outwood.com](mailto:enquiries@danum.outwood.com) or 01302 831385.

Yours faithfully,

**Nick Melson**  
Vice Principal

# Getting started

Visit [portal.outwood.com](https://portal.outwood.com) or scan the QR code.



To sign in:

1. Enter your email address
2. Check your inbox for a special “magic link”
3. Tap on the link to sign-in!

The magic links usually arrive very quickly, but can take a few moments at busy times. If one does not arrive after a few minutes, please check your spam folder in the first instance.

## What’s available?

### Praising Stars reports

An online version of your child’s Praising Stars reports, including all their previous reports.

### Praise

All of the praise comments given by teachers.

### Attendance

An overview of your child’s attendance.

### Consequences

An overview of any sanctions issued.

### Student timetable

Your child’s timetable, including subject, teacher and classroom.

