

June 2023

Dear Parents/Carers,

Outwood Academy City Fields are excited to announce the launch of the parent portal. The parent portal will give you access to:

- Praising stars reports
- Attendance
- Praise comments
- Consequences
- Student timetable

Parents & carers who have **parental responsibility** can access the portal using their email address from the week commencing June 19th. A text will be sent out to parents when the portal is live. Instructions to sign in to the portal and FAQs are on the reverse of this letter.

If you still need to provide an email address, please get in touch with the academy to update your contact details. Alternatively if you would like to check which email address we hold for you and whether that email will give you access to the portal please email Mrs Wake, Assistant Principal (m.wake@cityfields.outwood.com).

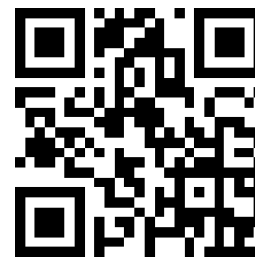
Yours faithfully,



Michelle Wake
Assistant Principal

Getting started

When the portal is live (Monday 19th June) visit portal.outwood.com or scan the QR code.



To sign in:

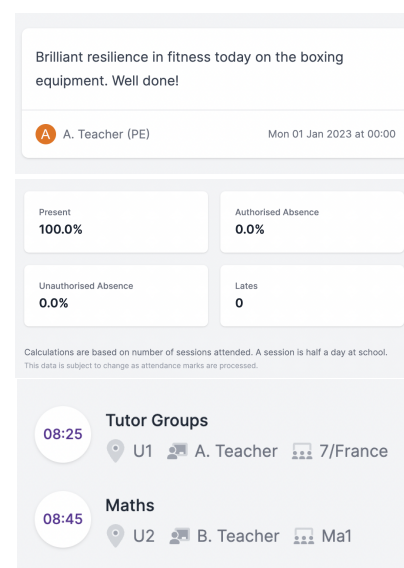
1. Enter your email address
2. Check your inbox for a special “magic link”
3. Tap on the link to sign-in!

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



Frequently asked questions

When can I access the portal?

The portal will go live for parents to access Monday 19th June for students in year 7 to year 10.

Who can access the portal?

Parents/carers can access the portal when their contact record in the academy shows they have parental responsibility for the student, an email address on file (either home or work), and have a contact priority set. Each contact who meets these requirements can access the portal individually, using their own email address(es). Any questions or concerns regarding the portal please contact m.wake@cityfields.outwood.com.

I have 2 children at OACF, why can't I see information about both?

Some contacts with 2 or more children at the same school may find they are not able to access all of their children in the portal. This can be due to the parent/carer having multiple contact records that contain different email address information.

You hold 2 email addresses for me, my home and my work address, which should I use?

Contacts who have both a home and a work email address on file can choose to use either.