Outwood Primary Academy Kirkhamgate
Brandy Carr Road, Kirkhamgate, Wakefield, West Yorkshire, WF2 0RS
Tel: +44(0)1924 907436
Web: www.kirkhamgate.outwood.com
Lead Principal: Mr Matthew Vickers

Dear Parents & Carers,

I am pleased to be able to inform you that we will be holding parent/carer consultation evenings at the start of next half term.

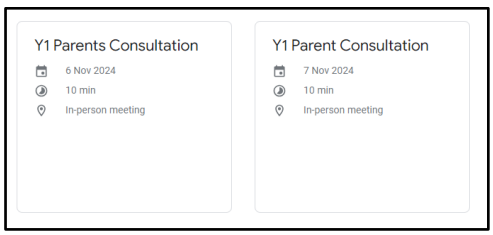
Our consultation evenings for Nursery, Reception, Y1, Y2, Y3, Y4, Y5 and Y6 will take place on:

Tuesday 3rd November 3:30 - 6pm (Nursery 3:45-5:15pm)
Wednesday 4th November 3:30 - 6pm (Nursery 3:45-4:55pm)

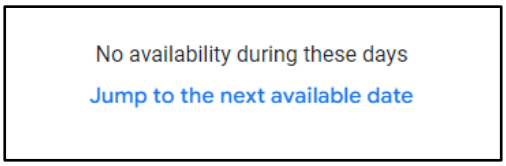
This year, all appointments will be booked **online** using Google Calendar. To book an appointment you will need to follow a link for your child's class which will be emailed out separately on **Friday 23rd October at 7pm**. This will then offer you a range of available appointments - all of which are 10 minutes in duration. Please ensure your google calendar settings are set to United Kingdom so the correct time slots can be seen.

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 – Nursery and Reception logins will be emailed out separately to parents);
- Follow the booking site link for your child's class (which will be sent on **Friday 23rd, 7pm**);
- Select the date of the parents evening you want to attend (3rd or 4th November);



- Click Jump to next available date;



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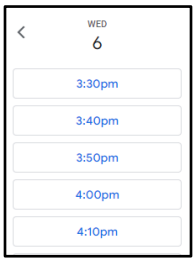
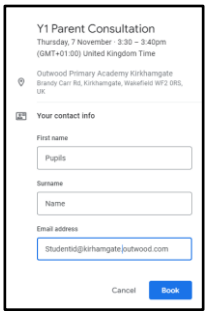
- Select your preferred time slot;



- If you are signed in Google as your child, this will automatically fill in. If you are not signed in Google as your child, please change the details to your child's name and *your* email address. Then press the BOOK button;



- Repeat this process for children you may have in other classes - you do not need to worry about logging back in as your other child, if they share the same surname, we will be able to match them up.

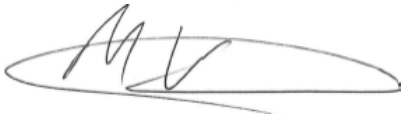
Parents living separately: We can only offer **one 10-minute time slot per child**. We strongly request that, where it is at all possible, parents who are living separately endeavour to attend the appointment together. Please liaise with each other in advance to book one appointment that suits both parties. If this is not possible, alternative arrangements can be made by speaking directly to the teacher or emailing enquiries@kirkhamgate.outwood.com.

As previously mentioned, the appointments will go live on **Friday 23rd October at 7pm** and will be sent in a separate letter via email. We are sending this letter in advance to give you the opportunity to familiarise yourself with the process and to ensure you have your child's Google login (which can be found in their planners) ready in advance.

Should you require any support, please do not hesitate to contact us in school.

Yours faithfully,

Matthew Vickers



Community Executive Principal