Outwood Primary Academy Greystone
Quarry Moor Lane, Ripon HG4 1RW
Tel: +44(0)1765 603481
Web: www.greystone.outwood.com
Principal: Mrs Sam McCarthy

Friday 7th February 2025

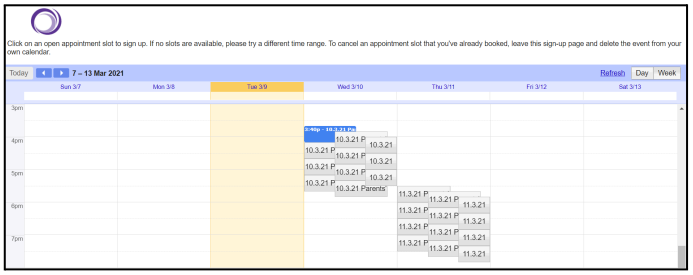
Dear Parents & Carers,

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

Our consultation evenings will take place on **Wednesday 26th** and **Thursday 27th February, 3.30pm to 5.30pm.** 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.

A video of how to undertake this process can be found here (this is an old video and does include references to google meets - we will not be hosting any consultations via this platform; **they will all be face to face**).

In summary, 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 in the table below;
- Scroll to the dates of the parents evening;
- 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.

The booking system links, by class are as follows:

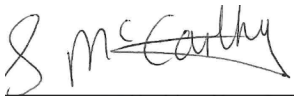
Class	Link to book
Nursery	Miss Harrison (please note change of day Tues 25th/Wed 26th)
Reception	Miss Fairburn
Year 1	Miss Davis
Year 2	Mrs Stocks (Weds) Miss Rorke (Thurs)
Year 3	Miss Peacock
Year 4	Mr Bates

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.
Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.
VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.
A list of Directors' names is open to inspection at our registered office.

Year 5	Mrs Southworth
Year 6	Miss Carmichael

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

Yours faithfully,



Mrs Sam McCarthy
Head of School