

Ref: TTR/awl

29 January 2018

Dear Parent/Carer

**My Child at School - Online Portal**

We are launching an online portal service so that parents and carers can review key information about their child's education. This will include timetable, attendance, positive and negative behaviour points, progress reports and announcements.

Your son/daughter will bring a letter home this week, via their Tutor, containing your username. A letter will be sent in the post separately containing your password, which you should change immediately. Please keep your new password safe as we will not be able to help you with this should you lose/forget it. We will not be sending home any more paper copies of reports unless you specifically request them via your child's College Admin Office.

We are grateful to members of the Parents' Forum, who reviewed this product over the past month and we hope you will find it useful. We will also be launching an online booking service for appointments at parents' evenings and will contact you in due course regarding this.

If you have any queries, please contact your child's College Admin Office in the first instance.

Yours faithfully



**Tracey Trusler**  
Principal