

9th June 2015

Dear Parents/Carers

Q3 Academy is preparing to launch a facility to allow the main parent/carer contact for a child to be able to access the information which we hold in our student data system on an internet-enabled device. This information includes:

- Daily/Lesson Attendance;
- General Information on the child, such as contact details, addresses, consent;
- Spending on the Cashless system;
- Student timetables;
- Exam timetables (when available);
- Historic and current Interim Reports.

If you have multiple children at the Academy, they will all be linked to one logon account for ease, selectable by photographs at the bottom of the page.

Shortly, the Academy will send out logon details and instructions to the main email contact stored on our system.

If you are concerned that this information is not correct or elements are missing, then please contact Mrs V Barnett via email on vbarnett@q3academy.org.uk or by telephone on 0121 358 8582 and this will be amended as necessary.

As part of this process, the Academy is also going to be evaluating the use of email contact addresses to send out reminders for Academy calendar events, such as end of term reminders, parent consultation days, performances, charity activities and other useful information. This is to provide you with instant, regular updates about life at the Academy.

For further information, please see the Academy Website and search for "Parent Portal" or use the link www.q3academy.org.uk/parent-portal.

Yours sincerely



Matt Moody
Network Manager

