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Headteacher: Mrs L Walton BA (Hons)
Headteacher/Head of School: Mr J de Rijk BA (Hons)
Deputy Headteacher: Miss J Scattergood (BEd)

Wednesday 7th February 2018

Dear Parent/Carer(s)

Year 8 Parents Evening Tuesday 27th February 2018 (4.00 pm – 7.00pm) in the Gym

I would like to invite you to attend our Year 8 Parents Evening on Tuesday 27th February where you will have the opportunity to discuss your child's progress with subject teachers and look at your child's work in their exercise books.

The event will be held in the Gym from 4.00pm and concludes at 7.00pm. Please note the changes of time and venue for this and all future parent/carer consultation events until the new building is completed later in the year.

A large image of a clock will be projected onto the wall and a chime will sound every five minutes; this will signify the start of the appointment time and will provide you with the guarantee that appointment times will be honoured and that all parents have an equal amount of time with the class teacher. It is important therefore, that you arrive on time for your appointment and that you are aware each appointment is for five minutes. Teaching staff will therefore be unable to offer you additional time since another parent is likely to be waiting.

Attached is a guide, for parents and carers to enable you to register for our online appointment system and guide you through the process of making appointments for the Year 8 Parents Evening. Alongside making your appointments there is also the facility to make notes of any particular issues you would like to discuss with a certain teacher.

Please complete and return the reply slip below to confirm your attendance.

Please note that there will no longer be an early finish and the school day will finish as usual on days when there are parents' evenings.

Many thanks for your continued support.

Yours sincerely

Miss J Scattergood
Deputy Headteacher

X

REPLY SLIP – please return to Form Tutor by Thursday 15th February 2018

Year 8 Parents Evening; Tuesday 27th February 2018 (4.00 pm – 7.00pm) in the Gym

Student's Name: **Tutor group:**

(PLEASE TICK ✓ AS APPROPRIATE)

I am/we are able to attend the parents' consultation evening for Year 8

I am/we are unable to attend the parents' consultation evening for Year 8

Signed: _____ Date _____

Relationship to child _____

The Ripley Academy, Peasehill, Ripley, Derbyshire, DE5 3JQ.

Parents' Guide for Booking Appointments

Browse to <https://ripleyacademy.parentseveningsystem.co.uk>

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.