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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)

Tuesday 16th January 2018

Dear Parent/Carer(s)

Year 9 Parents Evening Thursday 1st February 2018 (4.00 pm – 7.00pm) in the Gym

I would like to invite you to attend our Year 9 Parents Evening on Thursday 1st 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 Sports Hall 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 9 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

REPLY SLIP – please return to Form Tutor by Friday 26th January 2018

Year 9 Parents Evening; Thursday 1st 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 9

I am/we are unable to attend the parents' consultation evening for Year 9

Signed: _____ Date _____

Relationship to child _____

Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

[Login & Continue](#)

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

Select a parents' evening to add appointments:

 **Parents' Evening**
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

[Continue](#)

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R Mcnamara - French
<input checked="" type="checkbox"/>	Dr R Mcnamara - German
<input type="checkbox"/>	Dr S Mianadad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

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.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message
Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

[Add Appointment](#) [Cancel](#)

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.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

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".

Home Appointments

Print Appointments

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	

Parents' Evening
This parents' evening is for the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013

[Add/Edit/Delete](#)

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.