



The Ripley Academy

A member of the East Midlands Education Trust

www.ripleyacademy.org
01773 746334
enquiries@ripleyacademy.org

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

05 November 2019

Dear Parent/Carer(s)

Year 7 Form Tutor Evening - Tuesday 3rd December 2019

It is with great pleasure that we invite you to attend the Year 7 Parents' Tutor Consultation Evening, which will be held in the gym from 4.00pm - 7.00pm on **Tuesday 3rd December 2019**.

We very much value the vital role that parents/carers play in our school community and this evening provides an excellent opportunity for you to discuss with your child's tutor how your child has settled in, the progress they have made so far and how we can work together to best support your child to reach their potential. This evening is in addition to your child's Parents' Consultation Evening which takes place on Tuesday 21st April 2020, where you will be able to meet your child's subject teachers and discuss progress in individual subjects.

Members of the Senior Leadership Team and Heads of Houses will also be on hand to meet with parents/carers.

Although we know that all parents/carers would like to attend, we understand that there are sometimes exceptional circumstances that prohibit this. If you are unable to attend, please can we ask you either contact the school on 01773 746334 or email your child's name and form to parentsevening@ripleyacademy.org. This will allow your child's Head of House to contact you in the near future to arrange a discussion about your child's progress.

Due to the high demand for appointments and to help the evening run smoothly, the allocated time for each individual appointment is 10 minutes. If you feel longer is needed, we will be happy to arrange a follow up telephone call with your child's tutor.

Parking is available on the school site and we ask that you go to the Performance Suite, where you will be greeted by one of our prefects who will direct you and organise refreshments.

Appointments can be made using our online appointment system www.ripleyacademy.parentseveningsystem.co.uk. Attached is a guide to enable you to register and make appointments using the online system. If you have any issues with making appointments please either contact the school on 01773 746334 or request a call-back by emailing your child's name and form to parentsevening@ripleyacdemy.org and we will be happy to support with arranging your appointments.

We look forward to seeing you on **Tuesday 3rd December 2019** and thank you for your continued support.

Yours faithfully

Mr Kingsland
Head of Dove House

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

Parents' Guide for Booking Appointment

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 Mlandad - 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 appo

	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	Book	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	Your Appointments
Select Evening	16:00
Parents' Evening	16:05
24/01/2013	16:10
	16:15
	16:20
	16:25
	16:30
	16:35
	16:40
	16:45
	16:50
	16:55
	17:00
	17:05
	17:10
	17:15

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.

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