



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)

Thursday 9th January 2020

Dear Parent/Carer(s)

Polite reminder - Year 9 Parents' Evening - Wednesday 29th January 2020

It is with great pleasure that we invite you to attend the Year 9 Parents' Evening, which will be held in the gym from 4.00pm - 7.00pm on Wednesday 29th January 2020.

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@ripleyacademy.org and we will be happy to support with arranging your appointments.

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 subject specialists, your child's strengths and areas for further work; including your child's academic progress and expected outcomes for the end of year 9. Crucially, these appointments allow us to discuss how, working in partnership, we can best support your child to reach their potential. 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 with a teacher is 5 minutes. If you feel longer is needed, we will be happy to arrange a follow up telephone call with the teacher.

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 organise your welcome pack, tea/coffee and appointment sheet.

We look forward to seeing you on **Wednesday 29th January 2020** 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 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:
Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

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.

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

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mbandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

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	Book	Book	Book	Book	Book
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

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

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	

[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.