

29<sup>th</sup> January 2021

Dear Parent/Carer,

I am very happy to be contacting you regarding an **online** live parents' evening at Outwood Academy Ripon for Year 7 & 10 on Tuesday 9<sup>th</sup> February, from 4pm to 7pm. The booking system opens at 8am on the 2<sup>nd</sup> of February and closes on the 8<sup>th</sup> of February at 12pm.

As we know, mass gatherings are not possible during the pandemic, which has sadly resulted in the partial closure of schools and the cancellation of traditional parents' evenings. As we believe in working closely with parents, so that the young people in our care are fully supported both academically and pastorally, we have purchased an additional IT feature enabling our current parents' evening software to run video appointments.

The link below will take you to step-by-step guidance on how to make appointments. This booking system remains the same as previous evenings we have run at OAR prior to Covid 19. Please note that the parents' evening system will only recognise and find your child if you enter the exact details provided to the Academy during our latest personal data collection. The link below also gives parents further information about the online live appointments. Please read this carefully to ensure that the evening is both efficient and effective for parents, carers, students and staff. For an online parents evening guide please visit the following website:

<https://support.parentseveningsystem.co.uk/category/823-video-parents-evenings>

The software provider recommends parents use a smartphone, however, other devices can be used. Your appointment is an opportunity to have a two way conversation, so the device you use should have a camera and a microphone.

Each appointment is five minutes in length and automatically starts and ends at an allotted time. Please be aware of the countdown timer and ask key questions at the start of the meeting. This will help to avoid any disappointment, as the appointment moves automatically to the next meeting. It might also be worth spacing out your appointments, so that you have time to absorb teacher feedback before your next subject appointment.

Please use the following link to access the booking system from 8am on 2<sup>nd</sup> February.

<https://riponoutwood.schoolcloud.co.uk/>

If you have any questions prior to the event about logging onto the system then please contact the Academy via [enquiries@ripon.outwood.com](mailto:enquiries@ripon.outwood.com).

Thank you for your continued support of the Academy during what are very challenging times.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Matt Coad', with a long horizontal flourish extending to the right.

Matt Coad  
Assistant Principal  
Deep Learning