



6<sup>th</sup> November 2020

Dear Parent/Carer,

## Re: Virtual Academic Review Day

On Thursday 26<sup>th</sup> November 2020, Ridgeway Academy is hosting our first Academic Review Day and school will be closed for all students. This is an important opportunity for you and your child to meet with your child's Form Tutor virtually to discuss their progress.

If your child is on our SEND register you will also have a virtual meeting with a member of the SEND team to agree how we can work together to accelerate your child's progress.

If your child qualifies for Pupil Premium you will be aware that we hold an annual one to one meeting with them to agree strategies to support their progress. This year Directors of Learning and other involved staff will be holding many of these meetings on Academic Review Day, therefore, your child may be required to attend school for a 10-minute meeting on the 26<sup>th</sup> November. It is very important that they are punctual so that we can meet as many students as possible and agree their support. Directors of Learning will arrange these meetings with your child directly and inform you of the time so that you can support their attendance.

The consultation with your child's Form Tutor and or their SEND teacher will take place on-line though a video conference. The system will allow you to choose your own appointment time and you will receive an email confirming it.

To book an appointment with the tutor and SEND team member you will need to log into our booking system using this link <https://ridgewayacademy.schoolcloud.co.uk> where you will be presented with a screen as below. This link is also available on the school website under the Portal tab.

Ridgeway Academy  
Parents Evening System  
Welcome to the Ridgeway Academy 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 Confirm Email

Student's Details

First Name Surname Date of Birth  
1 January 2010

Log In

If you encounter any difficulty with the booking system, then please email the admin team on [admin@ridgeway.herts.sch.uk](mailto:admin@ridgeway.herts.sch.uk) or telephone the school during normal school hours.

**Please note: the system will go live on Thursday 12<sup>th</sup> November from 10am so you will be able to book your appointments from this date/time onwards.** To login all you need to enter is your Title: Mr/Mrs/Miss etc, your first name and your surname. You will need to enter your email address and confirm. Please be aware these details are taken from the original information you gave on your child's registration

form. Appointments will be for a 10 minute duration, they **cannot** overrun and will cut off at the end of the appointment slot.

On the day, log into the system just before your specified time and follow the prompts. We recommend using your Smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam. If you do not have access to one of these devices, you may wish to telephone the school admin office or email [admin@ridgeway.herts.sch.uk](mailto:admin@ridgeway.herts.sch.uk) and we will work to support you.

Yours sincerely

*C Maddocks*

Mrs C Maddocks  
**Assistant Headteacher**