



11th November 2022

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Hertfordshire
AL7 2AF

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admin@ridgeway.herts.sch.uk
www.ridgeway.herts.sch.uk

Dear Parent/Carer,

Re: Pastoral Review Day

On Wednesday 23rd and Thursday 24th November 2022, Ridgeway Academy is hosting our Pastoral Review Day and the school will be closed for all students on Thursday 24th November. This is an important opportunity for you and your child to discuss with key staff their pastoral development.

The event will run on Wednesday evening from 4.30pm- 8pm and on Thursday morning from 8.30-1pm and will give parents and carers the opportunity to meet either virtually or face to face in school.

The consultation will take place with either your child's Form Tutor, Head of Year, a member of SLT or with our SEND team. The system will allow you to choose your own appointment time and you will receive an email confirming your booking. **The booking system will open at 7am on Monday 14th November, so you will be able to book your appointments from this time / date onwards.**

To book an appointment, 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 or telephone the school during normal school hours.

To login all you need to enter is your Title: Mr/Mrs/Miss etc 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 12-minute duration and will be available from 4.30pm to 8.00pm on Wednesday 23rd November and from 8.30am-1pm on Thursday 24th November.

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 and we will work to support you.

Yours sincerely,

D Bullock

H Jenner

Mr D Bullock
Deputy Headteacher

Ms H Jenner
Assistant Headteacher