

7th November 2023

Dear Parent/Carer,

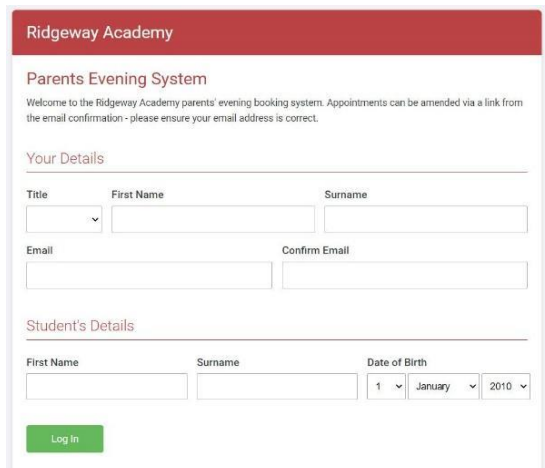
Re: Pastoral Review Day

On Wednesday 22nd and Thursday 23rd November 2023, Ridgeway Academy is hosting our Pastoral Review Day. The school will be closed for all students on Thursday 23rd November and work can be accessed via google classroom throughout the day. 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 4.00pm to 7.00pm and on Thursday morning from 8.15am to 1.15pm and will give parents and carers the opportunity to meet either virtually or face to face in school. Appointments on the Wednesday evening will be face to face meetings and the Thursday day time meetings will be virtual.

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 8th 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.



If you encounter any difficulty with the booking system, then please email the admin team on admin@ridgeway.aat.school 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 10-minute duration.

If you have chosen a virtual appointment, 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 have any queries, please email admin@ridgeway.aat.school and we will work to support you.

Yours sincerely,

J Smith

Ms J Smith
Deputy Headteacher