



13th November 2024

t: 01707 351350

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

Dear Parent/Carer,

Pastoral Review Day – 27th / 28th November 2024

Further to our previous letter regarding our Pastoral Review Day, the booking system will open at 7am on Thursday 14th November. The system will allow you to choose your own appointment time and you will receive an email confirming your booking.

The event will run on Wednesday afternoon 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 held on the school site and the Thursday day time meetings will be virtual.

Ridgeway Academy will be closed for all students on Thursday 28th November and work can be accessed via google classroom throughout the day.

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

Log In

If you encounter any difficulty with the booking system, then please email the admin team on admin@ridgeway.aetrust.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 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.aetrust.uk and we will work to support you.

Yours sincerely,

R Found

Mr R Found
Deputy Headteacher