

26<sup>th</sup> January 2022

Dear Parent/Carer,

I am very happy to be contacting you regarding an **online** live parents' evening at Outwood Academy Ripon for Year 11 on Tuesday 8<sup>th</sup> February, from 4:45pm to 7pm. The booking system opens at 10am on Monday 31<sup>st</sup> January and closes on Monday 7<sup>th</sup> February at 5pm.

Restrictions on mass gatherings are more relaxed than last year, however with increasing numbers of Covid cases, we feel that the safest option is to complete the parents' evening remotely. We believe in working closely with parents so that the young people in our care are fully supported both academically and pastorally, and in response to parental feedback, we have re-purchased the SchoolCloud IT feature enabling our current parents' evening software to run video appointments.

The links provided below will take you to step-by-step guidance on how to make appointments and also the booking system. The booking system remains the same as last year's parents' evening that we ran during the Covid 19 pandemic. Please note that the 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 other link gives 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.

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

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

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 appointments move 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.

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