

6th November 2023

Dear Parent/Carer,

I am very happy to be contacting you regarding our first face to face parents' evening at Outwood Academy Ripon for Year 7 on Tuesday 14th November, from 4:45pm to 7pm. The booking system opens at 8am on Tuesday 7th November and closes on Monday 13th November at 5pm.

The link below will take you to the online booking system for appointments with teachers. Please note that the parents' evening system will only recognise and find your child if you enter the exact details provided to the Academy during our latest personal data collection.

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

All appointments are five minutes in length, and we ask, to avoid delays and also so that the evening runs smoothly, that you are prompt to the start time and keep to the five minutes allocated. Having taken on board feedback from previous parents' evenings, teaching staff will be sited in their classrooms so there will be a five minute movement period built into all schedules to allow time to get to your next appointment. I have attached to this section of the letter, [a map of the Academy](#) for your planning of movement around. If you require any assistance with this, including any disabilities that might make walking between classrooms challenging, please contact the Academy via enquiries@ripon.outwood.com so we can arrange an appropriate adjustment.

If you have any other questions prior to the event about logging onto the system then please also use the same email address.

Thank you for your continued support and we look forward to welcoming you into the Academy for this important evening.

Yours faithfully,



Matt Coad
Associate Vice Principal