

17th January 2024

Dear Parent/Carer,

I am very happy to be contacting you regarding Year 11 Parents' Evening at Outwood Academy Ripon on Tuesday 30th January, from 4:45pm to 7.00pm. The booking system opens at 8.00am on Monday 22nd January and closes on Monday 29th January at 5.00pm.

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 received feedback from previous Parents' Evenings, teaching staff will be located in their classrooms; there will be a five minute movement period built into all schedules to allow time to get to your next appointment. I have attached [a map of the academy](#) to enable you a smooth transition between appointments. If you require any assistance, including mobility needs, please contact the academy via enquiries@ripon.outwood.com so we can arrange the necessary support.

I am pleased to confirm that the Wellbeing in Mind Team will also be on site for Parents' Evening to offer advice and guidance to parents and young people. Appointments will be available during the evening and can be booked when signing in on arrival.

If you have any other questions prior to the event or experience any issues logging onto the system please contact us via the enquiries email above.

Thank you for your continued support and we look forward to welcoming you to the academy for this important event.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Matt Coad', with a long horizontal flourish extending to the right.

Matt Coad
Associate Vice Principal