

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

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Instructions to Parents: Year 8 Parents' Evening Appointment Booking System

To book appointments with the teachers you wish to see please go to www.ripleystthomas.co.uk, click on Parent/Student Login, input your email address and password and then click on "Login".

If you do not have login details, please follow the on screen instructions. You will need to contact the academy to request the unique portal registration code for your child.

Once logged into the parent portal:

1. **If** you have more than one child in school click on the picture of your son/daughter for whom you wish to make the appointments; if you only have the one child in school proceed to click on the "Parents' Evening" tab.
2. **From the tabs select "Parents' Evening"** (click on the 3 dots/bars if the Parents' Evening tab is not visible; this should then reveal the tab).
3. **You will now be able to view and make appointments for your son/daughter** (please see "to make appointments" instructions below).

PRIOR TO MAKING APPOINTMENTS PLEASE CHECK THE "ITEMS TO NOTE" SECTION BELOW

ITEMS TO NOTE

- The following member(s) of staff are available to meet with during the evening; they will operate on a "drop in" basis as opposed to a scheduled appointment time:-
 - Mrs Fenna (Learning Support Manager)
 - Mr Farnfield (Assistant Progress Leader)
 - Rev A Wolton (School Chaplain)

- **SCIENCE**

You will need to check with your son/daughter which class he/she is in; you will then need to book an appointment with the nominated teacher for that class as detailed below:-

for class 8T1 - Miss Milner
for class 8T2 - Mr Walmsley
for class 8T3 - Mr Cunliffe
for class 8T4 - Mr Menadue
for class 8T5 - Dr Haigh

for class 8J1- Miss Montgomery
for class 8J2 - Miss Fairey
for class 8J3 - Dr Jackson
for class 8J4 - Mr Smith
for class 8J5 - Miss Milner

Believe.....

- **GEOGRAPHY**

Mr Harvey is unable to attend parents' evening. He will contact parents direct if there are any concerns he needs to discuss with you.

Parents wishing to speak with Mr Harvey about their son/daughter considering Geography as an option subject should send him a ParentLine message as well as speaking with a member of the Geography team during the Options Evening being held on Thursday 1 March 2018.

- **HISTORY**

Parents of pupils in Mrs Renyard's class need to book appointments with Mrs Hanley as she will be attending parents' evening in place of Mrs Renyard.

TO MAKE APPOINTMENTS:-

1. Hover over / click on "Select a Subject / Appointment".
2. From the drop down list select the subject and the time you require – the name of your son's / daughter's teacher will automatically appear.
3. The next screen confirms your time, subject and teacher.
4. Click on "**Click to book**".
5. A screen will appear to enable you to input notes for discussion e.g. homework / behaviour, or you can leave it blank.
6. Press **SAVE** to confirm the appointment, and in the resulting window click **CLOSE**.
7. You will then be taken back to the main screen to continue booking more appointments.
8. If you have more than one child in a year group, we would suggest that you move between children and subjects to get the best time for subjects.
9. **To amend** any booking that you have made, click on the booking – the appointment will appear. Then, click "remove" and click "remove" again. This can be done up to 48hrs before the event.
10. Your appointment will no longer appear on your appointment list and will be available for other parents to select.

Summary: -

- You can print your appointments from within the parent portal.
- The day before parents' evening we will email you your appointments that have been booked via the parent portal to your email account – **PLEASE CHECK YOUR JUNK FOLDER** if you do not receive your email, although you will be able to log into the parent portal to obtain a copy of the appointments should you need to.
- The booking system will close at 5pm on Tuesday 6th March 2018.

IG Gomersall
Director of Operations