

# RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

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## Instructions to Parents: Year 7 Parents' Evening Appointment Booking System

To book appointments with the teachers you wish to see please go to [www.ripleystthomas.co.uk](http://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)
  - Rev A Wolton (School Chaplain)
- **GEOGRAPHY**  
Mr Zagorski will be attending in place of Mr Harvey. However Mr Harvey will appear as the teacher you will book your appointment with.
- **SCIENCE**  
Mrs Saunders will be attending in place of Mrs Morgan. However Mrs Morgan will appear as the teacher you will book your appointment with.

*Believe.....*

## **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.
11. Please contact the General Office if you experience problems making appointments

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 8<sup>th</sup> May 2018.

IG Gomersall  
Director of Operations