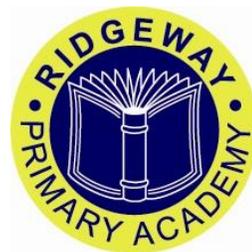


Newsletter - June 2020



Dear Parents/Carers

We hope you and your family are well. We have enjoyed welcoming Year One children back to school this week and they have settled in very well alongside the Reception and Key Worker children who are back in school.

We are hoping to admit Year 6 children next week subject to capacity and approval by the Trust. We will send a letter later in the week to Year 6 parents informing them of that decision.

We are sorry that we are unable to welcome other year groups back at this time. We do not have the space or staff due to the social distancing regulations of 15 children per social bubble which means we need double the number of teachers and classrooms. The Learn-at letter sent out yesterday explains this for you in more detail.

Parents evenings

We are hoping to give parents the opportunity to speak to their child's teacher before the end of term via teams. Parents will be able to book a 10 minute appointment via teams. These appointments will be available on Tuesday 30th June and Thursday 2nd July from 3.30pm until 7pm. Instructions for arranging an appointment are below. They will provide an opportunity for parents and teachers to discuss how children have been getting on over the last few weeks at home and to share any information to be passed to the next class teacher.

Classes for next year

You will receive information about your child's class for next year on Friday 3rd July. Teachers have all been involved over the last few weeks in considering which class to place each child in next year and have taken into account a number of factors including who they work well with, friendships, gender and age mix. There will only be one reception class next year due to the number of first time admissions.

Staffing update

Mrs Louise Johnson will be leaving us this term. She has been a member of Ridgeway staff for a number of years and most recently was our Elsa. We are very grateful for all the work she has done during her time with us and she will be missed. We wish her all the best for the future.

Mrs Addison and Miss Fellows, Reception teachers, will also be leaving Ridgeway at the end of this year. We would like to thank them very much for all the work they have done at Ridgeway during their time here and wish them all the best as they continue their careers. We will all miss them.

We are interviewing this week for our new reception teacher and will let you know who has been successful as soon as we are able.

Next year

We are unable to confirm arrangements for next year yet but please see the Learn-at letters which will keep you updated.

How to make an appointment for parents evening

1. Please go to

<https://outlook.office365.com/owa/calendar/RidgewayPrimaryAcademy@learnat.uk/bookings/>

2. Click on the dropdown list to choose your child's teacher. If your child's class has two teachers the calls will be shared between both teachers in the same ratio as they would normally work in school and you will have the option to book an appointment with either one of the teachers until their available times fill up.

3. You will see a list of the teacher's available times. Choose a time that is convenient for you to make the call and click on it to book.

4. You will be asked to enter your name, address and email address then click on the 'Book' button to confirm the appointment.

5. You will receive a confirmation email with a link.

6. At the start time of your appointment please click on the link to join the call. You should be able to do this from a smartphone, tablet or computer. If you are using an iPhone or iPad, you will need to install the free Microsoft Teams app - it might be a good idea to set this up in advance. Search for 'Microsoft Teams' in the app store.

7. For safeguarding reasons the call should be audio, so please make sure that the camera is turned off and the microphone is on before you join the call. The teacher will also have their video turned off throughout the call.

8. At the end of the call click on the red 'end call' button to hang up.

A few important notes:

- Appointments need to be booked a minimum of 48 hours in advance.
- Your confirmation email will include a link that you can click on to cancel or rearrange the call if you need to. The teacher will be notified automatically of any changes.
- There may be circumstances when the teacher needs to cancel the call, for example if they become unwell or have to change their working pattern for any reason. In this case you will receive an automatic notification from the system that your booking has been cancelled. Please log in to the system to make a new appointment.