



RIDGEWOOD
HIGH SCHOOL

14th December 2023

Dear Parents/Carers,

Year 11 Parents' Evening – Thursday 11th January 2024

I am pleased to inform you that there will be Parent's Evening, on Thursday 11th January 2024. I am sure you, with your child, will wish to take this opportunity to discuss your child's progress.

This will be a face-to-face Parent's Evening and will take place in H and E block. Staff will be available from 4.15pm until 7.00pm to discuss the progress your child is making. Please come to the Student Reception in H block to sign in and collect a form to make notes on any important points from your consultations.

Parents and Carers are reminded that appointments with teachers are five minutes in length, to ensure that teachers can see as many parents as possible. The booking system will build in movement time between each appointment, therefore if you have a slot at 4.15pm your next bookable slot will be available from 4.25pm.

We kindly request that the five-minute time limit is adhered to, both to ensure all Parents and Carers have their allotted time, but also to avoid the build-up of lengthy queues which have, historically, become a symptom of face-to-face parent's evening.

EduLink booking system

Appointments can be made using EduLink and can be made from Friday 15th December at 6.00pm. Appointments will close on Wednesday 10th January at 12:00am. Instructions are overleaf for how to do this.

If you have questions regarding the booking system on EduLink, please contact our IT Manager (Mr Jake Dovey) through info@ridgewood.dudley.sch.uk

Thank you for your support as always. We look forward to seeing you on Thursday 11th January.

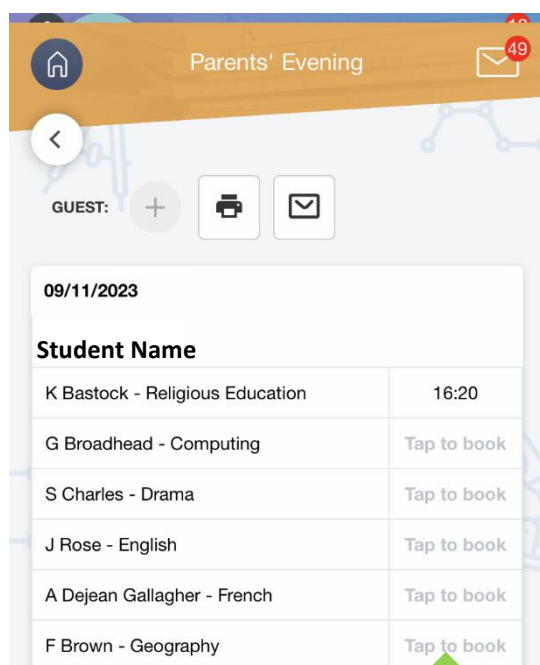
Yours faithfully,

Mr James Cannon
Deputy Head Teacher
Ridgewood High School



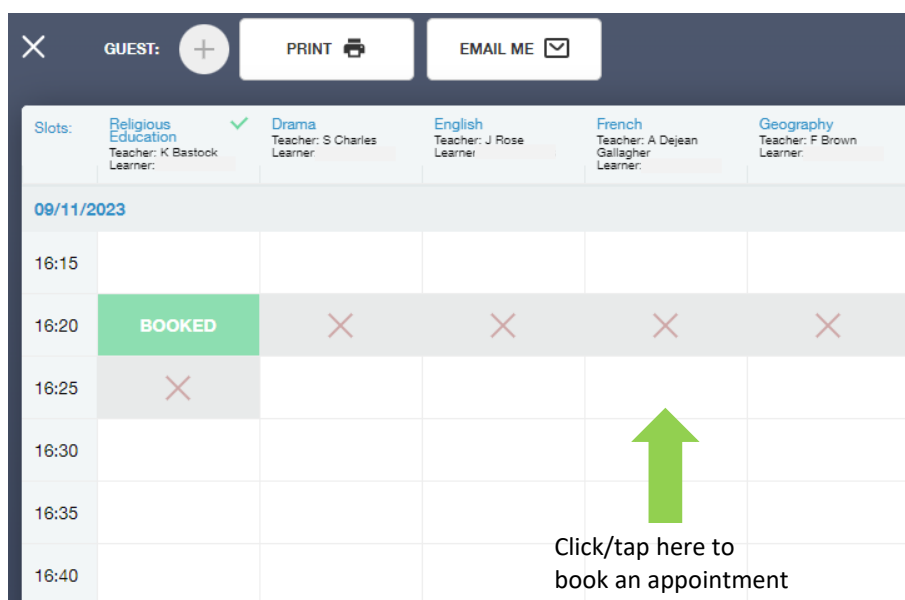
How to book a Parents Evening appointment using Edulink One

1. Log into Edulink and click on the Parents' Evening menu icon and then click on the event.
2. To make a booking for a teacher just click/tap on an available slot (white box), a popup will appear allowing you to enter an optional note to the teacher, just click the book button.
3. Once a booking has been made, the slot will change to green and a green tick will appear next to the teacher's name.
4. If you need to unbook the slot, click on the slot again and an option to unbook will appear.
5. Slots which are unavailable/already booked by another parent will appear greyed out with a "X" in the middle.



Phone/App View

Click/tap here to book an appointment with the teacher.



Desktop View

Click/tap here to book an appointment with the teacher.

You can also find a help video on <https://www.ridgewood.dudley.sch.uk/edulink-one>