



# Ravens Wood School

Ravens Wood School, Oakley Road, Bromley, Kent, BR2 8HP  
Telephone: 01689 856050 Facsimile: 01689 869948 E-Mail: [office@rws.uk.net](mailto:office@rws.uk.net) Web: [www.ravenswood.bromley.sch.uk](http://www.ravenswood.bromley.sch.uk)

16<sup>th</sup> December 2024  
SMD/lt

Dear Parent or Carer,

**RWS12 Parents' Evening is on Thursday 16<sup>th</sup> January 2025 between 16:00 and 19:30**

To facilitate the essential dialogue with you and your child's teachers, the RWS12 Parents Evening will run on the dates and times outlined above. The parents evening will continue as a remote event via our Parents' Evening System, where there is capability to have audio/video meetings.

It will be possible to book appointments via the School Cloud Parents' Evening System through the following website: <https://ravenswoodschool.schoolcloud.co.uk/>. This is also the link you will use to log-in on the evening, so please keep this letter to hand or save the link to your favourites.

**This will be open for bookings from 7pm on Tuesday 17<sup>th</sup> December 2024 until 11am on the 16<sup>th</sup> January 2025**

Please follow these instructions to login:

- Enter parent/carer surname
- Enter parent/carer email address, then 'confirm' parent/carer email address
- Enter student 'preferred' first name and surname
- Enter student date of birth.

This is an important evening and provides you with an opportunity to have individual five-minute video/audio calls with your child's subject teachers. Appointments with each subject teacher will last for five minutes. Appointments will automatically start once you have logged on and once the appointment has finished, the call will automatically end. You will be able to discuss your child's progress and ask questions linked to their studies.

We are asking that only one appointment is made per student per subject, to ensure that we are able to meet with as many Year 12 students as possible. The "multiple parents on a video call" functionality is available, meaning each video call can involve up to 2 parents/carers, even if you are in different physical locations. Once you have made your booking, click the 'Invite Parent/Guardian' button, then enter the email address of the parent/guardian to send an invite that grants access to the call. The additional parent then clicks the link in the email to join the appointments. Full details of how it works are explained in the Parent User guide in the link below:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

To ensure the smooth running of the event, please read the Parent User Guide before your appointments, accessible via the link outlined above, particularly regarding which browser to use.



IMPACT Multi Academy Trust

Registered Office: Hawksbrook Lane, South Eden Park Road, Beckenham, Kent, BR3 3BE

[info@imat.uk](mailto:info@imat.uk) / [www.imat.uk](http://www.imat.uk)

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It is also important to note the following:

- There is a timer count down that changes to orange when there is one minute left of the appointment.
- There can be a delay between parent and teacher and so the countdowns may be a few seconds out.
- If there is a disconnection, it is possible to re-join the appointment before the allocated time ends, however the countdown does not pause or reset.
- Please remember to check that you are not on mute once your appointment starts.

## **Code of Conduct:**

In advance of booking your appointments, please read the code of conduct we ask all parents/carers, students and teachers to follow during the Parents Evening:

### **Teachers:**

- No personal information of any children will be visible on the screen.
- The teacher will be the first to enter the meeting and the last to leave.
- There will be no video or audio recordings of the meetings.
- The teachers will remain professional and focussed throughout the meeting.
- Should there be any connection issues, teachers will contact parents or carers via email to deliver feedback by the Thursday of the next week.

### **Parents/carers and students:**

- I understand that there is a time limit and that teachers will endeavour to cover all necessary information in that time.
- I understand that teachers may need to finish the meeting swiftly in order to meet the next parent or carer.
- I understand that I cannot join a meeting outside of the allocated time.
- I understand that once a meeting starts, and should the video feed drop out, my audio may still be heard.
- I understand that there will be no video or audio recordings of the meetings.
- I understand that I should try and be distraction free throughout the duration of the meeting.
- Should a parent be unable to book an appointment and would like some feedback, they should email the subject teacher directly, who will respond by the Thursday of the next week.

Please note that appointments will not be available for you to meet with Form Tutors as they are also subject teachers, and their time will be used for subject appointments.

If you do not have a computer at home, it is possible to access your appointments from a smart phone. If you have any queries regarding parents' evenings or are having issues logging in, please contact [parentsevening@rws.uk.net](mailto:parentsevening@rws.uk.net).



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We look forward to being able to give valuable feedback at these events and ask that your child also joins you for each appointment.

Yours faithfully

**Mr Davis**  
**Assistant Headteacher**