



# Ark John Keats Academy

## Re: Academic Review Day (ARD) booking

**Action – book your meeting time for your child's ARD meeting in school from 11<sup>th</sup> or 13<sup>th</sup> January**

Dear families,

The relationship between school and home is fundamental to the success of your child. We run Academic Review Days with your child and you to discuss their progress, their strengths, how they can improve and the role you can play in this. This year we will hold these meetings in person in school as we know face to face meetings are the most impactful way to support the development of your child. In case government guidance changes, though, we have created the facility to hold these as online meetings.

Please follow this link to book your meeting -

<https://outlook.office365.com/owa/calendar/ArkJohnKeatsAcademy2022@Arkschools.onmicrosoft.com/bookings/s/Gu-KHd9rmkSe3FR9VGbaig2>

You will need to book one event for each of your children who attend the Secondary or Sixth Form. You must select the teacher named in the letter sent to you. If you are unsure please contact our reception who will be happy to help.

Ark John Keats Academy 2022

AJK ARD 11th and 13th January 2022  
15 minutes

Select time

< > December 2021

Select staff (optional)

Anyone

Select a service and date to see

## **Action – change calendar to January.**

Please click on the icon for additional information. If you have more than one child at the school you will need to new booking for each child (as you will be meeting with different tutors).

On this page please click the > button highlighted in order to move into the January calendar to book your meeting.

Once there you need to select the member of staff you are meeting to have your ARD with. This is listed above.

**Ark John Keats Academy**  
Bell Lane Enfield EN3 5PA  
T +44 (0)20 8443 3113  
[info@arkjohnkeatsacademy.org](mailto:info@arkjohnkeatsacademy.org)  
[arkjohnkeatsacademy.org](http://arkjohnkeatsacademy.org)

**Principal:** Jo Facer  
**Primary Headteacher:** Mide Ola-Said

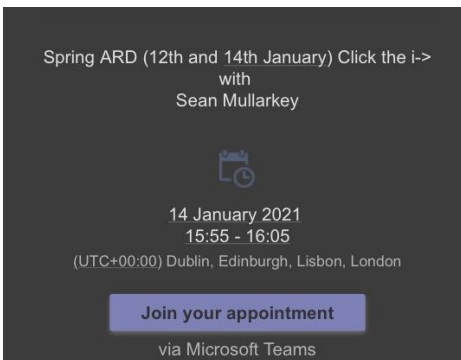
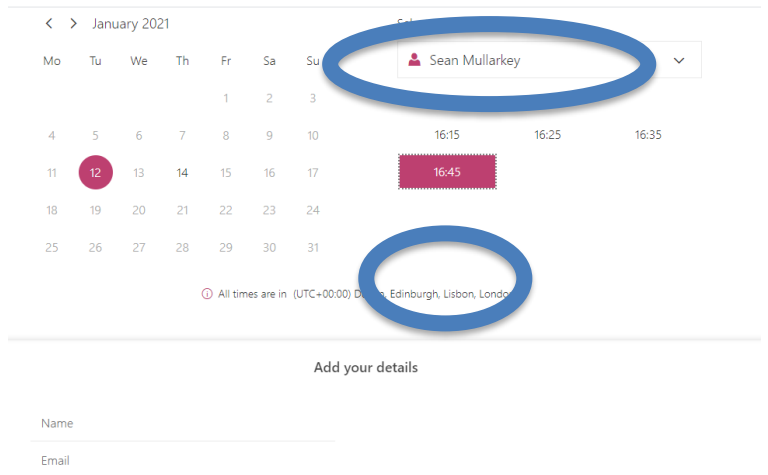


# Ark John Keats Academy

**Action – select your child’s tutor (your child’s tutor group is attached to their name). Do not book with someone who isn’t your child’s tutor.** Select the member of staff you have been you are meeting with for your child’s ARD. This can be found at the top of this letter.

Then select a time slot that suits you. Add your **name, email, your child’s name and their tutor group** and then press book at the bottom of the page.

This will now send an email with a link to this meeting and should add to your phone/outlook calendar.



The email will look like this. You will get a reminder 2 days before your appointment time. You need to arrive at school 10 minutes before your appointment where you will be registered and shown where to go.

Yours faithfully,

Sean Mullarkey  
Vice Principal

**Ark John Keats Academy**  
Bell Lane Enfield EN3 5PA  
T +44 (0)20 8443 3113  
info@arkjohnkeatsacademy.org  
arkjohnkeatsacademy.org

**Principal:** Jo Facer  
**Primary Headteacher:** Mide Ola-Said