



# Ark John Keats Academy

## **Re: Academic Review Day (ARD) booking**

**Action – book your meeting time for your child's ARD meeting in school on Friday 1<sup>st</sup> April (Year 11 and 13 only)**

Dear families,

We have made the decision to move your child's ARD meeting to Friday 1<sup>st</sup> April from 8am-2pm. We have done this to minimise the disruption caused to your child's learning as they will also have a Pillar Day on Thursday 31<sup>st</sup>.

Year 11 and 13 have a separate meeting to the rest of the school as this is the last time you will have a formal meeting about their progress before the summer exams begin. This meeting is incredibly important as we will review:

- Their current attainment based on the full range of papers they sat in the mock series
- Their predicted grades
- How you can support them prepare effectively over Easter
- What intervention opportunities are available over the Easter break
- How you can support your child to achieve their best grades in the summer series



This year 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. If there is any reason why you cannot attend this meeting please contact me directly by email. To book your meeting use the following link or the attached QR code to find our booking page -

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

[Or use this QR code](#)

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.

Principal: Jo Facer  
Primary Headteacher: Mide Ola-Said  
Secondary Headteacher: Katie Marshall

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



# Ark John Keats Academy

Ark John Keats Academy 2022

AJK ARD 11th and 13th January 2022  
15 minutes

Select time

< > December 2021

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Select staff (optional)  
Anyone

Select a service and date to see

## Action – change calendar to April.

Please click on the i 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 April 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.

Please see below for next steps.

## 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.

< > January 2021

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sean Mullarkey

15:55 - 16:05

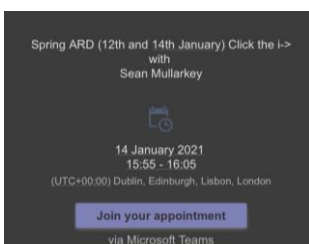
16:45

Add your details

Name

Email

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 will need to click through the link to join the meeting.



Yours faithfully,

Sean Mullarkey  
Vice Principal  
School

Principal: Jo Facer  
Primary Headteacher: Mide Ola-Said  
Secondary Headteacher: Katie Marshall

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