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4th June 2024

Dear Parents/Carers,

Year 10 Parents' Consultation Evening – Online booking details

Please be aware that Parents' Consultation Evening for Year 10 students and their parents/carers will take place on **Thursday 13th June 2024**.

This will be a face-to-face PCE with all appointments taking place in school. You will be able to book your appointments with staff via the portal link on the school website under 'Parents>Reporting and Parents Evening' or by using the following link: <https://bromfords.schoolcloud.co.uk/>

The system will be live from **6pm on Wednesday 5th June** and will be open to take your bookings until **11:00pm on Wednesday 12th June**.

Appointments will begin at 4.00pm and finish at 7.00pm and will last for 5 minutes. As this may be a new system for some of you, **please see the school website under 'Parents>Reporting and Parents Evening'** for a support guide for common issues and various video walkthroughs of these issues being resolved.

When you make your appointments, the first screen you will see will look like the image below:

Parents' Evening System

Welcome to the The Bromfords School parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2010"/>

Log In

To access appointments, you will need:

Your child's first name and legal surname

Your child's date of birth

If you are unable to book online appointments at home, or if you have any concerns about the video aspect of the appointment, please contact the school using the details above. Equally, if you are unable to attend the evening, please confirm this on the online system. If you are unable to make an appointment for a particular teacher, please contact the school and we will arrange for the teacher to contact you directly.

It is crucial that as many parents/carers as possible attend this PCE to ensure that you are aware of your child/ren's current progress and where they need to focus in order to be successful in Year 11. I would also actively encourage students attending these meetings, so that they are directly involved in discussions around their academic success.

Yours faithfully,

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Miss Emma Huet

Assistant Headteacher – Director of KS4

How to use the Parent Consultation Evening booking system

1. Navigate to the Parents' Evening Booking System through the portal link on the school website under 'Parents > Reporting and Parents Evening' or using the web address
2. Use your personal information to log in. You must use the contact information which the school has on file or you will not be able to log in. If you are having problems, please contact the school.
3. Log in by selecting which child you want to make bookings for first. If you have more than one child who requires bookings, you can switch between them once you are logged in.
4. Once logged in, select the Parent's Consultation Evening you wish to make bookings for.
5. Once in the correct Parents' Consultation Evening, scroll down until you see the booking table. Above it are the departments and teachers which are available to you.
6. Select the department, then teacher, and click on an available time to make a booking.
7. Repeat this process, making bookings for all of the teachers you need to.
8. If you need to cancel or rearrange an appointment, click on the correct department and teacher, then click on the green appointment to change it.
9. If you need to make bookings for another child, scroll to the top of the page. In the top left corner, you should see a 'Make a Booking for Another Child' icon. Click this. If there is no icon, the software does not recognise that you have multiple children. This just means that you'll need to log out and log back in again using the other child's details.
10. Once you have made all of your bookings, you may choose to click on either 'E-Mail' or 'Print my Appointments' for your records. Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them.