The Bromfords School
and Sixth Form College

Headteacher
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11th October 2019

Dear Parents, Carers

Year 12 Meet the Tutor Evening – Online booking details

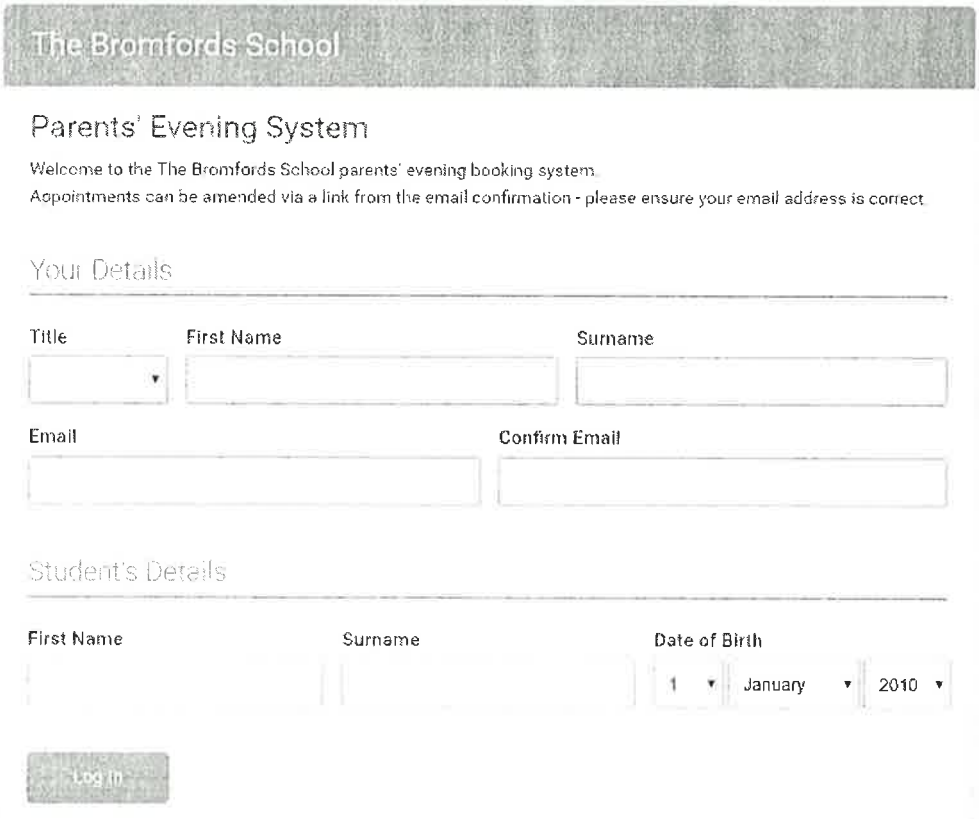
Please be aware that the Meet the Tutor Evening for Year 12 students and their parents/carers will take place on **Thursday 24th October.** We would like to recommend that students attend this evening with their parents/carers.

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.parentseveningsystem.co.uk/

The system will be live from **2:00pm on Wednesday 16th October 2019** and will be open to take your bookings until **11:00pm on Wednesday 23rd October 2019.**

Appointments will begin at 4.00pm and finish at 7.00pm and will each last for 5 minutes.

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



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To access appointments, you will need:
Your child's first name and legal surname
Your child's date of birth

Please see the attached document for more detailed instructions on how to book specific appointments. This information can also be found on our website with the link to the booking system.

If you are unable to book online appointments at home, please call the school on 01268 471201 **between Wednesday 3rd October and Wednesday 10th October** and a member of staff will be able to help you.

Yours faithfully

L Petch

Ms L Petch
Head of Sixth Form

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. You will be unable to book immediately consecutive appointments.
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, click on either 'E-Mail' or 'Print my Appointments'. Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them, but doing so will provide a confirmation for you to use on the evening. If you choose not to print your appointments, please either screenshot your appointments on your smartphone or tablet or ensure you are able to access your emails on the night.