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16th January 2024

Dear Parents/Carers,

Year 11 Parent Consultation Evening Thursday 25th January 2024

Please be aware that our Year 11 PCE for students and their parents/carers will take place on **Thursday 25th January 2024**. This evening is incredibly important for every Year 11 student as they enter the final stages of their GCSE preparations. On the evening you will have the opportunity to meet with all subject teachers, Mrs Morgan-Head of Year 11, Miss Tutty-the school SENCO and Mrs Rafiq-aspiring Assistant SENCO.

The evening will begin at 4.00pm and will finish at 7.00pm. Each appointment will last for 5 minutes. **Please note that the appointments will be face-to-face in school and not via online appointments which makes it even more important that all appointments are attended punctually.**

You will be able to book your appointment 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 6:00pm on Wednesday 17th January 2024 and will be open to take your bookings until 11:00pm on Wednesday 24th January 2024.

As this may be the first time in a while that you have used the online booking system for appointments, **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, including:

- Booking appointments (including how to book for multiple parents)
- Use of a smartphone for accessing the system

When you make your appointment, 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 make and then access your appointment, you will need:

- Your child's first name and legal surname
- Your child's date of birth

If you are unable to book your appointment at home, please email office@bromfords.essex.sch.uk or call the school on 01268 471201 and a member of staff will be able to help you. Equally, if you are unable to attend the evening, please confirm this via the online system.

Yours faithfully,

E Huet

Miss E Huet

Assistant Headteacher Director of Key Stage 4