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24<sup>th</sup> January 2024

Dear Parents/Carers,

**Year 12 & 13 Parent Consultation Evening Thursday 1<sup>st</sup> February 2024**

Please be aware that our Year 12 & 13 PCE for students and their parents/carers will take place on **Thursday 1<sup>st</sup> February 2024**. This evening is incredibly important for every Year 12 & 13 student as they enter the final stages of their BTEC and A Levels. On the evening you will have the opportunity to meet with all subject teachers, Mrs McCue, Mrs Shaw - 6<sup>th</sup> Form Pastoral Support and Miss Tutty-the school SENCO. The Parent Consultation Evening will take place in the New Sixth Form centre.

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 6pm Wednesday 24<sup>th</sup> January and will be open to take your bookings until 11pm Wednesday 31<sup>st</sup> January.

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:

The Bromfords School

### 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

Email  Confirm Email

#### Student's Details

First Name  Surname  Date of Birth  1  January  2010

**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](mailto: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,

*El McCue*

**Mrs E McCue**

Head of Year 12 & 13

[McCuee@bromfords.essex.sch.uk](mailto:McCuee@bromfords.essex.sch.uk)

## 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.