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27th February 2024

Dear Parents/Carers,

Year 8 Parent Consultation Evening Thursday 7th March 2024

Please be aware that our Year 8 PCE for students and their parents/carers will take place on **Thursday 7th March 2024**. This evening is incredibly important for every Year 8 student as they enter the halfway period for being in Key Stage 3. On the evening you will have the opportunity to meet with all subject teachers, Mrs Ferris - Head of Year 8, 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 28th February 2024 and will be open to take your bookings until 11:00pm on Wednesday 6th March 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,

S Fuller

Mr S Fuller
Assistant Headteacher Director of Key Stage 3