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20<sup>th</sup> March 2024

Dear Parents/Carers,

**Year 9 Parent Consultation Evening Thursday 18th April 2024**

Please be aware that our Year 9 PCE for students and their parents/carers will take place on **Thursday 18<sup>th</sup> April 2024**. This evening is incredibly important for every Year 9 student as they enter their final year in Key Stage 3. Given that this is the 1<sup>st</sup> year for them undertaking their personalised curriculum, it will be an opportunity for you to find out about the progress that your child is currently making. On the evening you will have the opportunity to meet with all your child's subject teachers. Mr Rowsell - Head of Year 9, Miss Tutty - the school SENCO, Mrs Strange – Assistant SENCO and Mrs Rafiq - aspiring Assistant SENCO will all be available for an appointment if you require to see them.

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 Thursday 21<sup>st</sup> March 2024 and will be open to take your bookings until 11:00pm on Wednesday April 17th April 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](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,

*S Fuller*

**Mr S Fuller**

Assistant Headteacher Director of Key Stage 3