



# Blackfen School for Girls

Raising aspirations - releasing potential

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November 2025

Dear Parents and Carers,

## Year 13 Parents Evening: Thursday 4<sup>th</sup> December 2025

The Year 13 Parents Evening will take place on **Thursday 4<sup>th</sup> December from 4.00pm to 6.30pm** to provide you with a review of your child's progress by their subject teachers.

Appointments can be made from **Monday 24<sup>th</sup> November at 9am** and **will close on Wednesday 3<sup>rd</sup> December at 12 noon**. Please be aware that we will be operating a first come first served appointment system and therefore some staff will not be able to see all parent/students. If you are unable to get an appointment with a member of staff as they are already fully booked please contact the teacher directly for feedback, please email [admin@blackfen.bexley.sch.uk](mailto:admin@blackfen.bexley.sch.uk) and mark it for the attention of the member of staff concerned.

Please visit <https://blackfenforgirls.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter. Login with the information requested)

In order to ensure brevity, teaching staff have also been instructed to keep the agenda to the following:

- progress and attainment
- attitude to learning
- standard of classwork
- standard of homework
- general comments.

If there are particular issues that require longer discussion, please ask for an appointment at another time.

If a member of staff or parent is unavoidably absent on this evening, feedback can be provided at a later date at the request of the parent/carer.

**The remainder of this letter guides parents on the use of SchoolCloud.**

Yours sincerely

**Miss Brewer**  
Assistant Headteacher, Head of Sixth Form



# Parents' Guide for Booking Appointments

Browse to <https://blackfenforgirls.schoolcloud.co.uk/>

The screenshot shows a login form with two sections. The first section, 'Your Details', has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The second section, 'Student's Details', has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

The screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a paragraph explaining the event, and a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. A link 'I'm unable to attend' is at the bottom.

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a 'Choose Booking Mode' selection screen. It has a title, a paragraph explaining the selection process, and two radio button options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

17:10 Subject: English

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

