



Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Year 9 Parents and Carers,

19 January 2026

YEAR 9 PARENTS' EVENING Thursday 26th February 2026

Year 9 Parents Evening will take place on **Thursday 26th February 2026 from 4.00pm to 6.30pm in school** to provide you with a review of your child's progress by their subject teachers. This is an important event in the school calendar and we are expecting the parents / carers of all students to attend.

Please note that appointments are being made online via 'SchoolCloud' our online appointment system but are taking place in school. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments with each teacher last for 5 minutes and can be made on the 'SchoolCloud' system from 12.00pm on Wednesday 21 January 2026 and will close at 4.00pm on Wednesday 25th February 2026.

Teachers have a maximum number of slots on Parents Evening which are allocated on a "first come, first served" basis by 'SchoolCloud'. Unfortunately, teachers are not able to make any additional appointments when using this digital platform. Where a teacher has concerns about progress, they will make an additional telephone appointment to speak to the parent/carer concerned at greater length.

It is also the case that staff often provide feedback to students directly and may not request appointments with some parents/carers. If you have concerns about your child's progress in a subject and have not been able to make an appointment to see the teacher, please email the school and mark the subject line of the email for the attention of the Subject Leader.

In order to ensure brevity, teaching staff have been directed to focus feedback on the following points: Progress and attainment • Attitude to learning • Standard of classwork and homework. Parents and carers should ask for a telephone appointment at another time if there are other issues which require longer discussion.

Year 9 students, in discussion with their parents and carers, are now reflecting on their potential selection of courses for study in Key Stage 4 and the Year 9 Parents' Evening is an important part of the support offered by the school, at this stage of the selection process. In order to make the best use of time on the Parents Evening, parents and carers should only book appointments for Dance, Drama and/or Music if their daughter is considering studying these subjects at Key Stage 4 or want further information about current lessons.



Please note the locations of staff when booking meeting times: Teachers of English, Mathematics and Science will be located in the Performance Space. Teachers of all other subjects will be located in the Sports Hall.

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

Yours faithfully,



Miss F Minnis
Deputy Headteacher

Using SchoolCloud

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

You can also watch a video and get further information about the video system of appointments here: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>). We strongly recommend watching this video to ensure the evening goes smoothly.

Parent/Carer Guide for booking appointments on SchoolCloud

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings >
- Friday, 17th March
Open for bookings >

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic
Automatically book the best possible times based on your availability
- Manual
Choose the time you would like to see each teacher

Next

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	E6
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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	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

Thursday 12th April

17:10 Mr J Sinclair Ben English E6

17:25 Mrs D Mumford Ben Mathematics M2

17:45 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*.