



Blackfen School for Girls

Raising aspirations - releasing potential

Headteacher Matthew Brown BA(Hons) DMS(Ed)

Blackfen School for Girls,
Blackfen Road,
Sidcup, Kent.
DA15 9NU

T: 020 8303 1887

F: 020 8298 1656

E: admin@blackfen.bexley.sch.uk
www.blackfenschoolforgirls.co.uk

Dear Parents and Carers,

February 2021

**Year 9 Parents Evening:
Blue Community, Red Community and Green Community Groups 1 - 4
Thursday 25th February 2021**

The Year 9 remote Parents Evening will take place on **Thursday 25th February 2021 from 4.00pm to 6.30pm** to provide you with a review of your daughter's progress by her subject teachers. This is an important event in the school calendar and we are expecting the parents/carers of all students to attend.

In view of parent meetings with teachers now taking place remotely, the school has subscribed to 'SchoolCloud', a recommended online appointment and video meeting system. This digital platform allows you to choose your own appointment times with teachers; to receive an email confirmation of your appointments and to be able to join meetings using a range of digital devices. SchoolCloud has been used in earlier Parents Evenings, this year and its on-line systems have worked well for all participants.

Appointments can be made from Friday 12th February 2021 and **will close on Wednesday 24th February 2021 at 4pm**. If you are unable to make an appointment with a member of staff as they are already fully booked, please email admin@blackfen.bexley.sch.uk and mark it for the attention of the member of staff concerned.

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 an 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 process. In order to make the best use of time on 25th February, parents and carers might like to consider making appointments with the teachers of English, Mathematics and Science, in the first instance, and then making appointments with the teachers of subjects that students are interested in taking forward into Key Stage 4 study. Further information about Key Stage 4 courses and qualifications will be available this week in two recorded presentations: The 'Year 9 Assembly', which explains the full course selection process; and the "SL Guides", which provides specific details about courses and supplements the information in the Key Stage 4 Course Selection booklet.

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

Yours faithfully,

Miss F Minnis
Deputy Head Teacher



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.

Parents' 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: 29 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
 Mrs A Wheeler

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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
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

This page lists all your bookings for the current year. Please note that you can only book appointments for the current year. If you have any bookings for the previous year, they will be listed in the table below.

Teacher	Subject	Subject	Room
Mr J Brown	SENCO	SENCO	A2
Miss B Patel	Class 10E	Class 10E	H3
Mrs A Wheeler	Class 11A	Class 11A	L1
Mr J Brown	SENCO	SENCO	A2
Miss B Patel	Class 10E	Class 10E	H3
Mrs A Wheeler	Class 11A	Class 11A	L1

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*.