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November 2023

Dear Parents and Carers,

Year 13 Parents Evening: Thursday 7th December 2023

The Year 13 Parents Evening will take place on **Thursday 7th December 2023 from 4.00pm to 6.30pm** to provide you with a review of your child's progress by their subject teachers.

This parents evening will take place in person in the Sixth Form building.

Appointments can be made from **Wednesday 22nd November at 12 noon** and **will close on Wednesday 6th December 2023 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 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

KBrewer.

Miss Brewer

Assistant Headteacher, Head of Sixth Form











Parents' Guide for Booking Appointments

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



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.



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.



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.









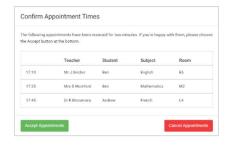




Step 4: Choose Teachers

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.



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).



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.



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.









