



# Blackfen School for Girls

Raising aspirations - releasing potential

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November 2023

Dear Parents and Carers,

## Year 13 Parents Evening: Thursday 7<sup>th</sup> December 2023

The Year 13 Parents Evening will take place on **Thursday 7<sup>th</sup> 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 22<sup>nd</sup> November at 12 noon** and **will close on Wednesday 6<sup>th</sup> 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](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 form is divided into two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot44@gmail.com), and Confirm Email (rabbot44@gmail.com). The 'Student's Details' section 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 screen has a green header 'Parents' Evening'. Below it, a text box explains the purpose of the evening. To the right, a section 'Click a date to continue:' lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and a link 'Open for bookings'. At the bottom, there is a link '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*.

The screen is titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected with a green dot) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. 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.

