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A University of Kent Academies Trust School

28<sup>th</sup> March 2022

Dear Parent/Carer,

## RE: Year 11 Parent/Carer Evening 2 – Thursday 21<sup>st</sup> April - Online Appointment Booking

I would like to invite you to attend our second Year 11 Parent/Carer evening on Thursday 21<sup>st</sup> April 2022, 4pm to 7pm, which will take place on the SchoolCloud online platform again this year.

To access SchoolCloud, you will need to visit <https://bromptonacademy.schoolcloud.co.uk/> and log in using the same details that were set up last year. Once you log in, you will be able to book online appointments with your child subject teacher's. The SchoolCloud system is accessible on any internet enabled electronic device, including mobile phones. Once completed, this will authenticate your account via the Academy system.

If you have not yet signed up for SchoolCloud, please click on the above link and then complete the 'Your Details' and 'Student's Details' sections. Please be aware that when logging in to SchoolCloud, your details must match the Academy's details, including your name. Please do not use shortened versions of names as the system will not allow you access. Also, if you have more than one child at the Academy, you will need to create a separate account for each child.

Appointments can be made from today and will close on Thursday 21<sup>st</sup> April at 12pm. A short guide on how to add appointments is attached with this letter, or alternatively please use the link below to access a short guide to support you: <https://vimeo.com/473882995>. All appointments are on a first come, first served basis and each appointment slot will be five minutes, in line with our usual parent/carers evening set up. Please be aware that the system has been designed so that these appointments are kept strictly to time and so there will be a countdown alert for the last 30 seconds of the appointment, and after that each appointment will automatically finish. Should you require a follow up conversation with the teacher, this can be arranged separately via email at a later date.

If you would like any support logging in to the system or would like to book an appointment to meet with me during the evening, please email: [schoolcloudsupport@universityofkentacademiestrust.org.uk](mailto:schoolcloudsupport@universityofkentacademiestrust.org.uk). Appointments to meet with me will be arranged centrally by our admin team who will confirm with you.

If you have any questions in the meantime, please contact me at the academy.

Yours faithfully,



Dan Greenwood  
Assistant Principal – Head of Year 10 & 11

