

17th March 2021

Dear Parents and Carers

RE: UKAT Sixth Form Year 12 and 13 Parent/Carer Evenings – Online Appointment Booking

I would like to invite you to attend our joint Year 12 and 13 Parent/Carer Evenings on Wednesday 24th March and Thursday 25th March 2021. Due to the current restrictions in place, we have decided to move to an online parent/carers evening platform, SchoolCloud, to ensure these important evenings can continue to take place virtually this year.

As the UKAT Sixth Form is based on two sites, we will be running two separate evenings to accommodate all of our subjects and ensure that parents and carers can access all teachers if they wish to.

- All subjects taught at the Brompton Academy (BA) site will have their parent/carers evening appointments on **Wednesday 24th March 2021**.
- All subjects taught at the Chatham Grammar (CG) site will have their appointments on **Thursday 25th March 2021**.
- Both events will run from 4pm to 7pm.

The UKAT Sixth Form has introduced a new initiative with an easy-to-use online appointment booking and live video meeting system. This system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment schedule, and the details of how to join your meetings on the evening.

To access SchoolCloud for the Brompton Academy appointments on Wednesday 24th March, you will need to visit <https://bromptonacademy.schoolcloud.co.uk/> and complete the Your Details and Student's Details sections. To access SchoolCloud for the Chatham Grammar appointments on Thursday 25th March, you will need to visit <http://chathamgrammar.schoolcloud.co.uk/> and complete the Your Details and Student's Details sections.

Please note that if your child has lessons at both the Brompton Academy and Chatham Grammar sites, and you wish to meet with all of their teachers, you will need to register and complete your details and your child's details for each Academy's Parent and Carer Evenings.

Once completed, you will be able to book an online appointment. 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. You will need to do this separately for both Wednesday and Thursday in order to book appointments with all subject areas at both sites.

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 Tuesday March 23rd at 12pm. A short guide on how to add appointments is included with this letter, or alternatively please follow the link 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/carer 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.

SchoolCloud has been introduced to ensure we can continue in an efficient manner. However, please note that this is a new platform for the Academy and as we endeavour to make the first of our parent/carer evenings on the platform a success, we kindly ask that you bear with us should we encounter any difficulties on the day of the parent/carer evening. We will be working to ensure that any issues are rectified in the best possible way.

If you would like any support logging in to the system or booking appointments, please email: schoolcloudsupport@universityofkentacademiestrust.org.uk

If you have any questions in the meantime, please do not hesitate to contact me at the Academy or via email: michellemarshall@universityofkentacademiestrust.org.uk

Yours faithfully

Mrs M Marshall
Assistant Principal