

14th January 2021

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A University of Kent Academies Trust School

Dear Parent/Carer,

RE: Year 9 Parent/Carer Evening – Online Appointment Booking

I would like to invite you to attend our Year 9 Parent/Carer Evening on Thursday 28th January, from 4pm to 7pm. Due to the current restrictions in place, we have decided to move to an online parent/carer evening platform, School Cloud, to ensure these important evenings can continue to take place virtually this year.

The Academy 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 School Cloud, you will need to visit <https://bromptonacademy.schoolcloud.co.uk/> and complete the Your Details and Student's Details sections. Once completed, you will be able to book an online appointment. The School Cloud system is accessible on any internet enabled electronic device, including mobile phones. Once completed, this will authenticate your account via the Academy system.

Please be aware that when logging in to School Cloud, 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 Friday 15th January and will close on Thursday 28th January 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/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.

School Cloud 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 parent/carer evening 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.

Additionally, I would like to inform you about the Year 9 Options Evening which will take place the following week on Thursday 4th February. This evening will be a short online meeting; more information will be shared with you regarding this event nearer the time.

Yours faithfully,

Dan Greenwood
Assistant Principal

