

**Principal: Mr D McGilloway**

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26 November 2024

Dear Parents and Carers,

**Year 11 Parents Evening – Wednesday 4<sup>th</sup> December 2024, 3.30 - 6.30pm  
Online Appointment Booking System**

We would like to invite you to attend the Year 11 Parents Evening on Wednesday 4<sup>th</sup> December 2024 from 3.30 – 6.30pm. This is an important event which will provide you with the opportunity to meet your child's subject teachers and discuss their progress for this academic year in person.

To ensure all parents and carers can access this event, we have put in place a range of booking options for you to choose from. If you feel that you need to ask further questions or have a follow up phone call you can either email the child's tutor using [firstname.surname@clf.uk](mailto:firstname.surname@clf.uk) or email [parents@broadoakacademy.clf.uk](mailto:parents@broadoakacademy.clf.uk)

Appointments can be made from today and will close on 4<sup>th</sup> December at 1pm. Should you wish to make any changes after this time please contact us.

Please visit <https://broadoak.schoolcloud.co.uk/> to book your appointments and click here to view the parents' guide for booking: <https://broadoakacademy.clf.uk/wp-content/uploads/ParentGuide-to-book-parents-evening-appointments.pdf>

**Login credentials**

To login to the parents evening booking system you will need the following information: your title, first name and surname and your email address that we hold on our records, plus your child's first name, surname and date of birth.

If you do not have access to the internet, please contact us by email: [parents@broadoakacademy.clf.uk](mailto:parents@broadoakacademy.clf.uk) or telephone 01934 422000 and we will be happy to add appointments on your behalf or arrange a telephone appointment.

We look forward to seeing you in person to discuss your child's academic progress.

Yours sincerely,

Mr M Tipler,

Assistant Principal



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