

27 April 2022

Dear Parents and Carers,

### **Year 7 Parents Evening – Thursday 5<sup>th</sup> May 2022 Appointment Booking**

We would like to invite you to attend the Year 7 Parents evening on Thursday 5<sup>th</sup> May. 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, either in person or virtually.

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. Please note, that the electronic booking software option (should you choose this one) does automatically cut off at the specified time and staff cannot extend the time allocated. Therefore, if you are cut off and 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 5<sup>th</sup> May at 1pm. Should you wish to make any changes after this date 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.

**On the evening**, if you choose a video call appointment please click here for instruction on how this will work: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely,

Ms Laity  
Year 7 Leader