

15th January 2024

Dear Parents/Guardians

Parent Consultations

We are writing to invite you to make an appointment for your child's parent consultation meeting. These meetings take place every term and are an opportunity to celebrate your child's learning and identify where the next steps in their learning are. This enables us to work in partnership with you in order to ensure your child achieves the best possible outcomes.

Parent Consultations will run from 3.10pm at 10 minute intervals on the following dates and will be held in the Qube.

All classes – Monday, 29th January 2024

The Willows, The Rowans, The Maples, The Hollies, The Oaks and The Monkey Puzzles – Wednesday, 31st January 2024

The Beeches – Thursday, 1st February 2024

The appointments for the Beeches class on Monday, 29th January will be held with Miss Rowe-Jones and the appointments on Thursday, 1st February will be held with Mrs Pethick.

This term we will be offering telephone consultations as an alternative to a face to face appointment. If you would prefer a telephone consultation, please indicate this when booking your child's appointment (see point 3 for instructions). Alternatively, you can inform the office and they will pass the message onto the class teacher.

You can book your own meeting slot through the Bromcom booking system. Please follow these simple steps to book your slot.

1. Sign into your child's My Child at School account on Bromcom.
2. Select the Parents Evening option from the Menu Bar.



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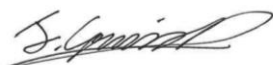
FLOURISHING FUTURES

3. If you would like a telephone consultation then click on the envelope icon which is located on the red block displaying the teacher's name. Please message to request a telephone consultation and provide the telephone number you would like the teacher to use.
4. Select the day/teacher you require.
5. Click on the required time.
6. Click on the book option and that appointment will be booked.

The booking system will be made live at 12 o'clock on Tuesday, 16th January 2024. Make sure you book your parents evening quickly to ensure you get the best time for you; slots are available on a first come first served basis. If you are unable to access the on line system, you can still book a slot via the Academy office.

Please use the following link should you require guidance on how to book your child's parent consultation: [How to book Parents Evenings appointments using MCAS – Bromcom](#) If you have any problems with the system, or any questions, please do not hesitate to contact Mrs Yeo or Miss Lea in the office, who will be able to help you.

Yours sincerely



Mr J Grinsill
Head Teacher