



**Brampton Village Primary School,
Brampton, Huntingdon,
Cambs. PE28 4RF**

Telephone 01480 375063
office@brampton.cambs.sch.uk

Headteacher: Mr Peter Allen



30th September 2021

Dear Parents/Carers,

I am writing to outline the arrangements for Parent Consultations this term which will continue to be held virtually. Many other schools are also continuing with this practice and once again we will be using the video facility within the Parents Evening booking system that we have in school.

The meetings are being held over the following dates and times (please note that not all teachers may be available during all of these times):

Tuesday 19th October	3.30pm – 7.00pm
Wednesday 20th October	3.30pm – 7.00pm
Thursday 21st October	3.30pm – 7.00pm

Each appointment will last for 10 minutes and as usual booking will be through our electronic sign-up system which will open on **Tuesday 5th October at 7.00pm**. Please can you check that you can log on before this although it will show that bookings are currently locked. Please contact the school office as soon as possible if there is a problem with this or any other issue.

The website you need is <https://bramptonvillage.parentseveningsystem.co.uk> and there is a link to this on the front page of the school website. A guide is available at the end of this letter and also by going to <http://www.brampton.cambs.sch.uk/website/consultations/223815>. We are not able to offer separate appointments for individual parents but the system does have the facility to invite another parent to the consultation.

In order to help the meetings go as smoothly as possible please follow the guidelines below.

- Adults should be responsible for setting up the call at home.
- Please make sure that you are ready before your appointment. Each appointment is timed and cannot over-run into the next one.

Useful links:

[Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://bramptonvillage.parentseveningsystem.co.uk)

[Video: Parents - invite another parent/guardian to join your appointments - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://bramptonvillage.parentseveningsystem.co.uk)

Staff welcome the opportunity to discuss how your child has settled back into school and how they are working. We recognise that individual circumstances will vary considerably in the technology that families have access to and the available spaces in the family home and if using video is not possible then please contact me at school.

Yours sincerely,

A handwritten signature in black ink, appearing to read "P. Allen".

Mr Peter Allen
Headteacher
Brampton Village Primary School

Learning

Enjoying

Achieving

Parents' Guide for Booking Appointments

Browse to <https://bramptonvillage.schoolcloud.co.uk/>

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

16:30

16:40

16:50

17:00

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Maths	M2
16:50	Mr J Brown	Ben	Maths	M2
16:50	Mrs A Wheeler	Ben	Maths	M2
17:00	Mr J Brown	Ben	Maths	M2
17:00	Mrs A Wheeler	Ben	Maths	M2

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.