



BRENTFORD SCHOOL FOR GIRLS

BRENTFORD 6th FORM

VISION | CREATIVITY | EXCELLENCE

HEAD TEACHER: MARAIS LEENDERS | 5 BOSTON MANOR ROAD, BRENTFORD, TW8 0PG | TEL: 020 8847 4281 | EMAIL: GENERAL@BRENTFORD.HOUNSLOW.SCH.UK | WEB: WWW.BRENTFORD.HOUNSLOW.SCH.UK

22nd April 2024

CSP/mm

Dear Parent/Carer,

RE: Thursday 16th May – Year 8 Virtual Parents' Evening:

We are delighted to invite you to our Year 8 Form virtual parents' evening on Thursday 16th May 2024 between 5:00pm and 8pm. To facilitate this, we will continue to use the website 'tes powered by schoolcloud'. This allows you to choose your own appointment times with your daughter's teachers following which; you will receive an email confirming your appointments. **Appointments can be made now, the booking system will close at noon on Wednesday 15th May 2024.**

To access the 'tes powered by schoolcloud' system you will need to click on the following link on the night: <https://bsfg.schoolcloud.co.uk> you will not be sent a Zoom or Google Meet link on the evening as this is the virtual platform that we are using. Please note that all appointments will take place virtually and not in school.

How to book appointments

To book appointments please access the link below:

<https://bsfg.schoolcloud.co.uk>

You will need to login with the following information:

Your details as below:	Student details as below:
Title:	Student's First Name:
First Name:	Student's Surname:
Surname:	Student's Date of Birth:
Email:	
Confirm Email:	

You will need a device that can connect to the internet for the appointment to take place. For further guidance on how to book your appointments, please watch the video below <https://vimeo.com/287440137> (password 'easyevenings').

How to attend your meeting on the evening

Once the appointments are made, we would ask you to log on to <https://bsfg.schoolcloud.co.uk> 10 minutes before your first appointment time so that any issues can be ironed out.

The appointments will take place at home for both staff and parents/carers; we do ask that you are able to find a quiet space at home to conduct these meetings. Please ensure that your daughter is also present for the parents' evening appointments. We encourage you to also have a pen and paper available should you need to take notes during the meeting.

The programme will assign five minutes per appointment. Please note that this cannot be extended or delayed, and parents/carers will only be able to access the allocated slot for the duration booked. Once the five minutes are up, the session will automatically finish. An online timer will help you keep track of the time during the meeting.

"TOP 100 NON-SELECTIVE STATE-FUNDED SCHOOLS IN THE COUNTRY" NICK GIBB, MINISTER OF STATE FOR SCHOOLS (FEBRUARY 2016)

Additional information:

We are delighted to inform you that School Cloud have added a feature, which allows two parent/carers to attend the same video call appointment. This can be set up by the parent/carer who makes the initial video call appointment and then invites the second parent/carer. Please refer to the short guide here for full instructions on how to do this: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> Once the guest parent/carer receives the invitation e-mail they do not need to log onto school cloud to attend the appointment they only need to click on the link within the e-mail and will be present to attend the video call.

- Please ensure that you have '**enabled your camera and sound**' on your computer or electronic device. If you do not do this on the device you are using you will not be able to see or hear the teacher.
- Please ensure that you click on 'start video' otherwise the appointment will not begin. You will need to click 'start video' for each teacher that you are due to see otherwise the appointment will not begin.
- The quality of the call will depend on the wireless connection and operating software on the device/laptop that you are using.

For any support on the evening, please contact Ms Mughal between 5:00-8:00pm on 07312244262.

If you have any questions/queries please do not hesitate to contact admin support at adminsupport@brentford.hounslow.sch.uk

Yours faithfully,

C. St Paul

Ms C. St Paul
Head of Year 8