BRACKENAGH WEST PRIMARY SCHOOL
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Parent Interviews
Our parent/teacher interviews will be held during the week beginning Monday 6th February, and everyone will be offered the option of a remote (online) interview. We will be using the SchoolCloud website for booking **all** of the interviews, and everything has been pre-populated with the relevant information and available times.

There are several time slots available throughout the week for each class, and these are outlined below:

Monday 6th February: Times available for P1, P2, P3, P4, P5 and P7 classes

Tuesday 7th February: Times available for P1, P2, P3, P4, P5 and P7 classes

Wednesday 8th February: Times available for all classes

Thursday 9th February: Times available for all classes

Friday 10th February: Times available for all classes

There will be a limited number of slots available on any given day, depending on each teacher's availability for that afternoon. Please note that **the children will be going home at 12:00pm on Friday 10th February**, to facilitate the interviews.

To book your time slot(s) please log into the SchoolCloud site by going to the following web address: **https://brackenagh.schoolcloud.co.uk**

You will need to enter your name, plus the name and date of birth of one of your children. Please use the name they are known by in school. For example, if the child's name is Oliver, but they are known as Ollie, then please enter Ollie as the system won't recognise Oliver.

Once you have logged in you will be given the option of choosing time slots manually or automatically. If you chose the 'automatic' option, the system will choose time slots for you, and you can then decide to accept or reject these. If you'd like more detailed instructions you can watch a short video by navigating to **https://tinyurl.com/a4umn7cr** and you will be taken through the whole process step by step.

When the time comes for your interview you simply log on again (as explained above) and click on the appropriate link to begin your interview at the assigned time. The booking times for interviews will be live from 4pm onwards on Wednesday 25th January, and the sooner you book the greater choice of times you will have. There are sufficient times available for everyone across the course of the week.

Kind regards,

M J Peacock