



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

Year 11 Face to Face Progress Evening – Thursday 13th October 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 4th October

Dear Parent/Carer,

I would like to invite you to the Year 11 Progress (Parents') Evening. We are very happy that this event will be held in school, face to face, and as such is the first event of this kind in a couple of years. The teaching staff are currently compiling the first report of the year and this will arrive by email prior to the evening. This will give us a chance to speak to you and your child about their recent report and current performance in lessons and with home learning.

Even though the evening itself will be face to face we will still be using the online booking system to make the appointments. This allows you to choose your own appointment times with teachers and then you will receive an email confirming your appointments. Teaching staff will be available, in school, throughout the 4:30pm – 7:30pm session on Thursday 13th October. Whilst we are excited about returning to face to face appointments we do recognise some features of the virtual system make for a more streamlined experience.

- **4 minute appointments with each teacher can be made from 9am Tuesday 4th October until 5pm on Wednesday 12th October (appointments are spaced 5 minutes apart but the aim is for 4 minute appointments and to allow some movement time – staff are spread out in rooms across the main block)**
- **There are no appointments for core PE or with Progress Tutors**
- **Appointments are on a first come, first served basis – some members of staff teach a large number of year 11 students. If you are unable to make an appointment as all slots have been taken, please email admin@montgomery.fcat.org.uk and we will ask the teacher to contact you**
- **If you wish to have a pastoral appointment with Mr Heyes (Progress Manager), or Mrs McMillan (Pastoral Manager) please email m.heyes@montgomery.fcat.org.uk, or d.mcmillan@montgomery.fcat.org.uk**

Please visit <https://montgomeryacademy.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is on our school website. The link is

https://files.schudio.com/montgomeryhighschool/files/documents/covid/Virtual_Parents-Evening_helpsheet_-_making_appointments.pdf

Login with the following information:

- Parent Title, First Name, Surname and email address
- Student First Name, Surname and Date of Birth

The system is linked to our School system so will only allow parents/carers who give the information on our system access to make appointments.

If you do not have access to the internet, or are struggling to use the system, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

N.B. There is a careers evening on Tuesday 11th October (same week as this progress evening). Information will be communicated regarding this evening ASAP.