



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

Year 7 Virtual Parents' Evening – Thursday 3rd March 4pm – 7:30pm Online Appointment Booking – OPEN from 9am on Tuesday 22nd February

Dear Parent/Carer,

I would like to invite you to the Year 7 Virtual Parents' Evening. You will have recently received your son/daughter's report by email and 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.

The school has successfully used a virtual Parents' Evening system now for over a year that allows parents/carers to make online appointments using an easy to use booking system. 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 virtually throughout the 4pm – 7:30pm session on Thursday 3rd March.

Using a mobile phone is perfectly fine and there is no need to download any apps as the system will work through your internet browser. However, using video will count towards data plans, so we would suggest you remain on wifi where possible.

- **3 minute appointments for each teacher can be made from 9am Tuesday 22nd February until 5pm on Wednesday 2nd March**
- **There are no appointments for Progress Tutors or PSHRE**
- **Appointments are on a first come, first served basis – some members of staff have a high number of year 7 groups. If you are unable to make an appointment as all slots have been taken, please email school and we will ask the teacher to contact you**
- **Appointments for Mrs Walmsley (English) and Mrs. Smith (Music) are on Wednesday 2nd March as these staff are unavailable on the Thursday.**
- **If you wish to have a pastoral appointment with Mr. McArdle (Progress Manager), or Miss Sharpe (Pastoral Manager) please email c.mcardle@montgomery.fcat.org.uk, or r.sharpe@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](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, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,