



Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

Year 8 Face to Face Parents' Evening – Thursday 17th March 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 8th March

Dear Parent/Carer,

I would like to invite you to the Year 8 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. Last month you will have 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.

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 17th March. 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.

- **3 minute appointments with each teacher can be made from 9am Tuesday 8th March until 5pm on Wednesday 16th March (appointments are spaced 4 minutes apart but the aim is for 3 minute appointments and to allow some movement time)**
- **Where possible allow for movement time between your appointments as staff are spread out in rooms across the main block**
- **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 8 groups. 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**
- **Miss Russell (English) and Mrs Smith (Expressive Arts/RE) are unavailable on Thursday evening – if you wish to speak with these members of staff please still book an appointment (for any time) and the member of staff will contact you via telephone in the days following the evening**
- **If you wish to have a pastoral appointment with Miss Holden (Progress Manager), or Mr Higgs (Pastoral Manager) please email l.holden@montgomery.fcat.org.uk, or s.higgs@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,