



# 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 16<sup>th</sup> November 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 7<sup>th</sup> November

Dear Parent/Carer,

I would like to invite you to the Year 11 Progress (Parents') Evening. The teaching staff are currently compiling the first report of the year. You will receive a print out of this on the evening (we will also send a copy by email to arrive following the evening). This will give us a chance to speak to you and your child about their 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 16<sup>th</sup> November.

- **4 minute appointments with each teacher can be made from 9am Tuesday 7<sup>th</sup> November until 5pm on Wednesday 15<sup>th</sup> November (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](mailto:admin@montgomery.fcat.org.uk) and we will ask the teacher to contact you**
- **If you wish to have a pastoral appointment with Mrs Gilderdale (Progress Manager), or Mr McGarvey (Pastoral Manager) please email [j.gilderdale@montgomery.fcat.org.uk](mailto:j.gilderdale@montgomery.fcat.org.uk), or [m.mcgarvey@montgomery.fcat.org.uk](mailto:m.mcgarvey@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, 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. Some of the classrooms are upstairs – if you have any accessibility issues please email [p.morris@montgomery.fcat.org.uk](mailto:p.morris@montgomery.fcat.org.uk) before the appointment booking window opens on Tuesday 7<sup>th</sup> November so we can make arrangements for downstairs appointments.