



# Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

## Year 7 Face to Face Progress Evening – Thursday 27<sup>th</sup> April 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 18<sup>th</sup> April

Dear Parent/Carer,

I would like to invite you to the Year 7 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 for year 7 in school. You will have received your son or daughter's report last term and this will give us a chance to speak to you and your child about this report, their 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 27<sup>th</sup> April.

- **3 minute appointments with each teacher can be made from 9am Tuesday 18<sup>th</sup> April until 5pm on Wednesday 26<sup>th</sup> April (appointments are spaced 3 minutes apart to allow movement time as staff are spread out in rooms across the main block)**
- **There are no appointments for PSHE or with Progress Tutors**
- **Appointments are on a first come, first served basis – some members of staff teach a large number of year 7 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 the teacher to contact you in due course**
- **Any students on the SEND register will have an opportunity to book an appointment with the SENCO, Miss Mudge**
- **If you wish to have a pastoral conversation with Mr Meakin (Progress Manager), or Mr Benson (Pastoral Manager) please email [l.meakin@montgomery.fcat.org.uk](mailto:l.meakin@montgomery.fcat.org.uk), or [d.benson@montgomery.fcat.org.uk](mailto:d.benson@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 18<sup>th</sup> April so we can make arrangements for downstairs appointments.