



# Montgomery Academy

An Academy within the Fylde Coast Academy Trust

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Inspiring Excellence Together

## Year 9 Face to Face Progress Evening – Thursday 23<sup>rd</sup> November 4:30pm – 7:30pm Appointment Booking (online) – OPEN from 9am on Tuesday 14<sup>th</sup> November

Dear Parent/Carer,

I would like to invite you to the Year 9 Progress (Parents') Evening. This will give us a chance to speak to you and your child about their current performance and effort 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 23<sup>rd</sup> November.

- **3 minute appointments with each teacher can be made from 9am Tuesday 14<sup>th</sup> November until 5pm on Wednesday 22<sup>nd</sup> November (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 9 students. If you are unable to make an appointment as all slots have been taken, please email [progressevening@montgomery.fcat.org.uk](mailto:progressevening@montgomery.fcat.org.uk) and we will ask the teacher to contact you**
- **If you wish to have a pastoral appointment with Mr McArdle (Progress Manager), or Ms Sharpe (Pastoral Manager) please email [c.mcardle@montgomery.fcat.org.uk](mailto:c.mcardle@montgomery.fcat.org.uk), or [r.sharpe@montgomery.fcat.org.uk](mailto: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, 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 14<sup>th</sup> November so we can make arrangements for downstairs appointments.