

Formby High School

'Determined to Achieve'



GED/SCA

23 April 2018

Headteacher:
Mr D A Mackenzie
BA (Hons) NPQH

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Dear Parent

Year 7 Subject Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Year 7 Subject Consultation Evening (Tutor Groups 7F, 7O, 7R) on **Thursday 10 May 2018**, commencing at 4:30 pm. This is an opportunity for you to meet with your son/daughter's subject teachers to review and discuss his/her progress.

The school operates an easy to use online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Your son/daughter's subject teachers have been programmed into the system – please note that only one appointment per subject or teacher should be made.

To access the online booking system, please [click here](#) or visit our website and click on the 'Parents' Evenings link at the bottom of the page. You will be required to login with the following information:

- Student's Forename
- Student's Surname
- Student's Date of Birth (dd/mm/yyyy)

Appointments may be made from 7:00pm on Tuesday 24 April until 10:00am on Wednesday 2 May. Should you wish to make any changes after this date, please contact Mrs Cain by telephone (01704 873100) or by email (s.cain@formbyhighschool.com). Your appointments will be automatically confirmed via the email address that you have provided to the school. If it does not appear in your inbox, please check it has not been sent to your 'Spam' folder.

The evening will be held in the School Hall – parents are asked to enter school by the central door to A Building and sign in on arrival at the reception desk located in the Dining Room Foyer. Students are expected to attend the consultation evening (wearing full school uniform) and listen to any appropriate advice offered by their subject teachers.





If you **cannot** attend this evening please indicate on the reply slip below which should be returned to the General Office.

If you do not have access to the internet or require any further assistance with your appointment bookings, please do not hesitate to contact Mrs Cain.

Yours sincerely

Mrs G Edey
Climate for Learning Leader
Year 7

Reply Slip: Year 7 Subject Consultation Evening 2018

Please complete and return to Mrs S Cain, if you are unable to attend on the evening

Student:

I confirm that I **will not** be able to attend the Year 7 Subject Consultation Evening on Thursday 10 May 2018.

Signed: (Parent)

Date: