

# Formby High School

'Determined to Achieve'

SLU/JMA

23 January 2019

Dear Parent

## Year 9 Subject Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Year 9 Subject Consultation Evening on Thursday 7 February 2019, 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. Please be aware that the system has recently been updated and will appear slightly different to previous years. It now allows you to book appointment times manually or to select the automatic option which will book the most time efficient appointments for all required subjects. 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 use the following link (<https://formbyhighschool.parentseveningsystem.co.uk/>) 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 Monday 28 January until 10:00am on Monday 4 February. Should you wish to make any changes after this date, please contact Mrs Martin by telephone (01704 873100) or by email ([j.martin@formbyhighschool.com](mailto:j.martin@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. Appointments are five minutes in length and I ask that this is observed to ensure the evening runs to time. If you require additional time to speak with a teacher please make arrangements for an alternative meeting / telephone conversation during your appointment.



Headteacher:  
Mr D A Mackenzie  
BA (Hons) NPQH

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A number of teachers teach more than one class in Year 9. There is a maximum of 33 appointments available per teacher on the evening. Those teachers who teach more than one class are listed at the end of this letter. Please give careful consideration when selecting appointments. You may wish to prioritise subjects which your son/daughter may choose as GCSE options.

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

Yours sincerely

**Mr S Lucas**  
**Year 9 Climate for Learning Leader**

The following staff teach more than one group in Year 9 and it may not, therefore, be possible to schedule appointments for all those parents wishing to see these teachers. If you wish to be advised of any cancellations that become available please register by clicking on the 'waiting list' facility and a member of staff will telephone you if an alternative time becomes available.

Mr Collins	Art	Mrs Harrison-Forsyth	History
Mrs Clark	Art	Mrs Wilkins	Music
Mr Murphy	Computing	Mrs O'Sullivan	PE
Mr Rigby	Computing	Miss Rutledge	PE
Miss Wareing	Design	Miss Hill	Religious Studies
Mr Murphy	Design	Mrs Wake	Religious Studies
Mrs Weaver	Drama / Religious Studies	Miss Craddock	Spanish
Mrs Lloyd	Food and Nutrition	Miss Gilmour	French/Spanish
Mr Gallagher	Geography	Miss Lonsdale	French/Spanish
Mr Quayle	Geography		

## Reply Slip: Year 9 Subject Consultation Evening 2019

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

Student: .....

Tutor Group: .....

I confirm that I **will not** be able to attend the Year 9 Subject Consultation Evening on  
 Thursday 7 February 2019.

Signed: ..... (Parent)

Date: .....