

Formby High School

'Determined to Achieve'

AHA/JMA

11 December 2019

Dear Parent

Year 11 Subject Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Year 11 Subject Consultation Evening on **Thursday 16 January 2020**, 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. The system allows you to book appointment times manually or to select the automatic option which will book the most time efficient 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 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 6 January 2020** until 10:00am on Monday 13 January. Should you wish to make any changes after this date, please contact Mrs Martin by telephone (01704 835642) or by email (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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I will be attending the evening in my capacity as a subject teacher of History. However if you wish to discuss your child's progress in general or the requirements for entry to Formby High School Sixth Form, please contact me at school after the Subject Consultation Evening to request an appointment.

Some teachers teach more than one class in Year 11 and as there is a maximum of 33 appointments available per teacher on the evening, it will not be possible for all parents to meet with these teachers. Those teachers who teach more than one class are listed at the end of this letter.

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 Martin.

Yours sincerely

Mrs A Harrison-Forsyth
Year 11 Achievement Leader

The following staff teach more than one group in Year 11 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 R Collins Art
Miss D Wareing Engineering

Reply Slip: Year 11 Subject Consultation Evening 2020

**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 11 Subject Consultation Evening on
Thursday 16 January 2020.

Signed: (Parent)

Date: