

Formby High School

'Determined to Achieve'



MOS/AMT

January 2020

Dear Parent

Year 13 Subject Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Year 13 Subject Consultation Evening on **Thursday 13 February 2020**. 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. It 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 should be made.

Please visit our website (www.formbyhighschool.com) and click on the 'Subject Consultation Evening' link to access the online booking system. 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 can be made **from 7:00pm on Monday 3 February until 10:00am on Monday 10 February**. Should you wish to make any changes after this date, please contact Miss Mitchell, Sixth Form Administrative Assistant, on telephone number 01704 835942 or by email at sixthform@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.

Students are expected to attend the consultation evening. They should sit with their parents and listen to any appropriate advice offered by the subject teachers.

If you **cannot** attend this evening please indicate on the reply slip attached.

If you do not have access to the internet, please contact Miss Mitchell who will be happy to create appointments on your behalf.

Yours sincerely
Mr M O'Shaughnessy
Director of Sixth Form

Headteacher:
Mr D A Mackenzie
BA (Hons) NPQH

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Reply Slip: Year 13 Subject Consultation Evening 2020

Please complete and return to Miss Mitchell, Sixth Form Administrative Assistant,
if you are **UNABLE** to attend on the evening.

Student:

Tutor Group:

I confirm that I **WILL NOT** be able to attend the Year 13 Subject Consultation Evening on **Thursday 13 February 2020**.

Signed: (Parent)

Date: