

# Formby High School

'Determined to Achieve'



MOS/AMT

May 2021

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Dear Parent

## Year 12 Virtual Subject Consultation Evening - Thursday 27 May 2021

As we continue to manage the challenges presented by the COVID-19 pandemic, we have been working hard to find suitable alternatives to face-to-face Subject Consultation Evenings in order to continue to provide an opportunity for parents to safely meet with their son/daughter's subject teachers. To achieve this, we are introducing virtual (video) appointments using our current Parents' Evening System which some parents will be familiar with, having used this in the past to make their bookings.

We would like to invite you to attend Virtual Subject Consultation Evening for Year 12 on **Thursday 27 May 2021**, commencing at 4:30 pm. This evening will provide an opportunity for you to meet with your son/daughter's subject teachers to review and discuss his/her progress.

As the appointments will be held via video you will require access to a device with a webcam, microphone, speaker and a compatible web browser (Safari, Chrome or Firefox). A smartphone with a front-facing camera or a laptop with a webcam will be suitable. We have been advised by our software provider that you may experience audio difficulties using an Apple device. Therefore, it is recommended that Apple devices running iOS 14.2 are not used to access appointments.

## Booking Appointments

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)

You will be able 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 pre-programmed into the system





Appointments may be made from 7:00pm on **Monday 17 May 2021** until 10:00am on Monday 24 May. Should you wish to make any changes after this date, please contact Miss Mitchell by email at [sixthform@formbyhighschool.com](mailto: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.

### Accessing Video Appointments

To access your video appointments on the evening itself, please login to Parents' Evening System at the usual web address (<https://formbyhighschool.parentseveningsystem.co.uk/>). You will be advised that you have upcoming video appointments and a '*Join Video Appointments*' button will become available **60 minutes** before your first scheduled appointment. Appointments will be five minutes in length and a countdown clock will be visible to both you and the teacher during your appointment. Please note that there will be no facility to extend the appointment beyond the allotted time and will end automatically at the end of the scheduled appointment. You will only be able to join the appointment by clicking on the '*Start Appointment*' button. Detailed instructions on how to access your appointments can be found [here](#).

If you require additional time to speak with a teacher, please make arrangements for an alternative meeting / telephone conversation during your appointment. Students are expected to attend the consultation evening with you and listen to any appropriate advice offered by their subject teachers.

We hope that you will be able to join us at the Virtual Subject Consultation Evening and thank you for your support with this new technology. Please do not hesitate to contact Miss Mitchell if you require any further assistance or information.

Yours sincerely

A handwritten signature in black ink that reads "M. J. O'Shaughnessy".

Mr M O'Shaughnessy  
Director of Sixth Form