

# Formby High School

'Determined to Achieve'



KMA/JMA

12 October 2021

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Dear Parent

## Year 11 Virtual Subject Consultation Evening - Thursday 4 November 2021

As you are aware, last year we introduced virtual (video) appointments as a way of managing the challenges presented by the COVID-19 pandemic. This system proved to be overwhelmingly popular with parents and we have decided to continue using it this year for the vast majority of subject consultation evenings.

We would, therefore, like to invite you to attend Virtual Subject Consultation Evening for Year 11 on **Thursday 4 November 2021**, commencing at 4:30 pm. This evening will provide an opportunity for open dialogue regarding your son/daughter's current progress as well as identifying targets for improvement over the coming months. These conversations should give you and your child a clear sense of focus to allow each student to fulfil their potential.

Although we have received some guidance on the form of examinations in the summer of 2022, a decision has been made not to discuss current or predicted grades during the consultations. At this stage, it would be fruitless for us to do this instead of seeking to provide clear areas for development to ensure our students are as well supported as they can be to achieve success. However, the results from the Pre-Public Examinations (commencing Monday 29 November) will be reported home in the form of a 'working at' grade and more information about this will be provided at that time.

Students who are on the SEND Register will have an appointment during Virtual Subject Consultation Evening for their Autumn Term SEND Review to take place. This will be a longer appointment slot and Mrs McManus will contact parents to advise them of their appointment time.

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 – please note that only one appointment per subject or teacher should be made.

Appointments may be made from 7:00pm on **Tuesday 19 October 2021** until 10:00am on Monday 1 November. Should you wish to make any changes after this date, please contact Mrs Martin by email at [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.

### 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.parenteveningsystem.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](#). You will be given the option to 'blur' your screen during the evening if you wish.

If you require additional time to speak with a teacher, please make arrangements for an alternative meeting / telephone conversation during your appointment. I would also remind you and your son/daughter of the formality involved and the expectation is that students should not only attend the consultation with you, to listen to any appropriate advice offered by their subject teachers, but also be visible on screen at all times.

Some teachers teach more than one class in Year 11 and as there is a maximum of 30 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.

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 Mrs Martin if you require any further assistance or information.

Yours sincerely

**Miss K MacDougall**  
Year 11 Achievement Leader

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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.

Miss D Wareing	Engineering
Mr S Gallagher	Geography
Mrs Lloyd	Hospitality
Miss Harding	Physics/Trilogy Science