



FORMBY HIGH SCHOOL

Determined to Achieve

PSL/EHA

31 January 2023

Dear Parent

Year 9 Virtual Options Interview – Wednesday 22 & Thursday 23 February 2023

Further to recent correspondence, I am writing to provide more information about the plan to provide an opportunity for students and parents to safely discuss Year 9 options with an experienced member of our teaching staff. To achieve this, we are holding virtual (video) appointments using our current Parents' Evening System that you should now be familiar with, having used this to make bookings for the Subject Consultation Evening(s).

We would like to invite you to attend our Virtual Options Interview for Year 9 **on either Wednesday 22 February or Thursday 23 February** (4:20pm to 7:30pm depending on the teacher assigned and their availability). During the meeting, the relevant teacher will discuss suggested pathways, the GCSE and vocational courses open to your son /daughter, and any other pertinent issues. The meeting will be slightly longer in duration than the individual subject consultations. The teaching staff members involved are detailed at the end of this letter.

As the appointment 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 the appointment

The method of booking the appointment is similar to the usual process you would follow for the Subject Consultation Evening(s). To access the online booking system, please use the following link (<https://formbyhighschool.schoolcloud.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 time with the teacher to which you are assigned and you will receive an email confirming your appointment. **The appointment may be booked from 7:00pm on Tuesday 7 February until 10:00am on Monday 20 February.** Should you wish to make any changes after this date, please contact Mrs Haughey by email at e.haughey@formbyhighschool.com.

Headteacher: Mr D Mackenzie BA (Hons) NPQH/NPQEL

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

If you require additional time to discuss the matter, please make arrangements for an alternative meeting / telephone conversation during the interview. Students are expected to attend the interview with you as they are, of course, central to the options decision-making process.

We hope that you will be able to join us at the Virtual Options Interview and thank you for your support with this new technology. Please do not hesitate to contact Mrs Haughey if you require any further assistance or information.

Yours sincerely

Mr P Slater
Assistant Headteacher
(Assessment, Achievement and Curriculum)

The following members of the teaching staff are conducting the interviews and you will be assigned one of these:

Mr D Mackenzie - Headteacher
Mrs K Blanchard - Deputy Headteacher
Mr S Cook - Senior Assistant Headteacher
Mr P Slater - Assistant Headteacher
Mrs A Harrison-Forsyth - Assistant Headteacher
Miss D Wareing – Year 9 Climate for Learning Leader
Mr D Rigby – Sixth Form Progress Leader
Mrs A MacDunne - Careers Coordinator

*NB – Some students have appointments with Mrs S Warwick (SENDCO) and Mrs E Dakin (Assistant SENDCO) that have been made separately.