



FORMBY HIGH SCHOOL

Determined to Achieve

GED/EHA

Date 21 February 2023

Dear Parent

Year 7 (FOR) Subject Consultation Evening - Online Appointment Booking

I would like to invite you to attend our Year 7 (FOR) Subject Consultation Evening taking place **in school** on Thursday 9 March 2023, commencing at 4:20pm. 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.

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

To access the online booking system, please use the following link (<https://formbyhighschool.parenteveningsystem.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 27 February until 10:00am on Monday 6 March**. Should you wish to make any changes after this date, please contact Mrs Haughey by telephone (01704 873100) or by email (e.haughey@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 Mackenzie BA (Hons) NPQH/NPQEL

Freshfield Road, Formby, Liverpool L37 3HW

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A number of teachers teach more than one class in Year 7. There is a maximum of 30 appointments available per teacher on the evening. Those teachers who teach more than one class are listed at the end of this letter.

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 Haughey.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'G Edey'.

Mrs G Edey
Year 7 Climate for Learning Leader

The following staff teach more than one group in Year 7 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.

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|-----------------|-------------------|
| Mr A Chestnutt | Computing/DT |
| Miss B Dilworth | Music |
| Ms J Doherty | Religious Studies |
| Mr S Quayle | Geography |
| Mr S Richards | Drama |
| Miss C Gilmour | Spanish |