



FORMBY HIGH SCHOOL

Determined to Achieve

RPA/EHA

23 January 2024

Dear Parent

Year 9 (MBY) Virtual Subject Consultation Evening – Thursday 8 February 2024

I would like to invite you to attend our Year 9 (MBY) Subject Consultation Evening on **Thursday 8 February 2024**, commencing at 4:30pm. 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 for all required subjects. 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 the Subject Consultation Evening for their Spring Term SEND Review to take place. This will be a longer appointment slot and we 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.

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 **8:00pm on Monday 22 January until 10:00am on Monday 29 January**. 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.

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

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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.

Students are not only expected to attend the consultation evening with you and listen to any appropriate advice offered by their subject teachers, they should also be visible on the video at all times.

Some teachers teach more than one class in Year 9 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. 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

Miss R Palmer
Year 9 Climate for Learning Leader

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The following staff teach more than one group in Year 9 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 Donlevy Drama
- Mrs Wilkins Music
- Mrs Gibbons Spanish
- Miss Hargan Art