

Thursday 27<sup>th</sup> January 2022

Dear parents and carers

**Re: Year 12 and 13 Parent's Evening - Thursday 3<sup>rd</sup> February 2022 – Online Booking**

The Year 12 and 13 Parents' Evening will be held on Thursday 3<sup>rd</sup> February from 4pm until 6.30pm. Considering the current climate the event will take place online, however this evening remains an invaluable opportunity for you to virtually meet your child's teachers to discuss current progress, engagement and areas for development.

The online booking system allows you to choose your own appointment times with teachers, following which you will receive an email confirming your appointments. Appointments can be made from 9am on Friday 28<sup>th</sup> January and will close at 12pm on Thursday 3<sup>rd</sup> February. Should you wish to make any changes after this date please contact our main reception on 01536 418844.

Please visit <https://montsaye.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments and use the system can be seen by watching the following video: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-videocall>

To login, you will need the details to match the information which we hold on our school records such as your full name, email address, your child's full name and date of birth. If your login fails, please email the data team to ensure that we hold the correct details: [data@montsaye.northants.sch.uk](mailto:data@montsaye.northants.sch.uk).

Appointments are limited to 6 minutes each to allow all parents to have the opportunity to speak with teachers. You must attend your appointment slot at the allocated time and please be aware that the system will automatically close after 6 minutes. Should further discussion be required a follow-up phone call can be arranged.

Yours faithfully



Mrs Kerrie Jones  
Head of Sixth Form