

Dear Parent/Carer,

**Year 11 Parents' Evening – Thursday 25th November – Online Appointment Booking**

The Year 11 Parents' Evening will be held on Thursday 25<sup>th</sup> November 4pm until 7pm. Considering the current climate, the event will take place online using School Cloud. The evening will be a valuable opportunity for you to virtually meet your child's teachers to discuss current progress, engagement and development areas ahead of the next set of trial examinations.

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 9.00am on Monday 15<sup>th</sup> November and will close at 3.00pm on Thursday 25<sup>th</sup> November. 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 is included with this letter, alternatively you can watch 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 with 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 for 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.

Should you wish to have an appointment with myself or Mrs Gatiss, our SENCO, please email me ([fgeorge@montsaye.northants.sch.uk](mailto:fgeorge@montsaye.northants.sch.uk)) and we will be able to either book a slot during the evening, or arrange an alternative time.

Yours faithfully,



Francesca George  
Head of Year 11