

24 February 2021

Dear Parent/Carer

**Year 9 Parents Evening – Thursday 11<sup>th</sup> March – Online Appointment Booking**

The Year 9 Parents Evening will be held on Thursday 11<sup>th</sup> March from 3.30pm until 6.30pm. In view of Covid restrictions, 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 evening is especially important since your child will be choosing their GCSE options over the coming weeks.

The school has introduced an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers, following which you will receive an email confirming your appointments. Appointment bookings for the evening can be made from 9.00am on Monday 1<sup>st</sup> March and will close at 3.00pm on Wednesday 10<sup>th</sup> March. 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.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

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 5 minutes each to allow for all parents to have the opportunity to speak with teachers. You will need to attend your appointment slot at the allocated time and please be aware that the system will automatically close the appointment after 5 minutes. Should further discussion be required, a follow up phone call can be arranged.

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

Yours faithfully



Jane Cooper (Mrs)  
Year 9 Progress Leader