

Wednesday 3rd March 2021

Dear Parent/Carer

Sixth Form Applicant Q and A Evening – Wednesday 17th March – Online Appointment Booking

On **Wednesday 17th March** there will be a Sixth Form Applicant Q and A event where you will have the opportunity to make an appointment to meet with myself and Mrs McNish if you have any questions about the process of joining the sixth form, your subject choices and any sixth form preparation needed. **The evening will run from 4pm until 6.30pm and appointments can be made through our online appointment booking system.** This allows you to choose your own appointment times, using the same system introduced for the recent Year 11 parents evening. Appointments can be made from 9.00am on Monday 8th March and will close at 3.00pm on Tuesday 16th 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. I have also attached the short guide about how to add appointments, alternatively you can watch the following video: <https://support.parentseveningsystem.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.

Appointments are limited to 7 minutes each to allow for all parents to have the opportunity to speak with us. You must attend your appointment slot at the allocated time and please be aware that the system will automatically close after 7 minutes. Should further discussion be required, a follow up phone call can be arranged.

Should you be unable to find a suitable appointment slot, I am happy to contact you by phone at a more convenient date.

Yours faithfully



Mrs Kerrie Jones
Head of Sixth Form