

2nd July 2021

Dear Parent/Carer,

Year 6 into 7 Transition Parents' Evening – Online Appointment booking

We are really looking forward to your child joining us in September and this term we have been meeting their Year 6 teacher to learn more about how best to support your child to ensure that they have a successful start to Year 7 in September. Included in this letter is a Transition Booklet for your child to complete over the next few weeks.

Due to the extension to Covid-19 restrictions we are not able to run our transition events in the same way as we usually do. However, we feel that it is important for us to meet you as a family to share our values and expectations with you and to give you an opportunity to ask any questions you may have.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time with a key member of the Montsaye Leadership Team, following which you will receive an email confirming your appointments. Appointments can be made from 9.00am on Tuesday 6th July and will close at midday on Monday 12th July. There will be more choice for appointment times if you book early. Should you wish to make any changes after this time 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. In order to be able to book an appointment please can you ensure that you have returned the admission paperwork that has been posted to you. If you require a replacement pack please contact the school.

Appointments are limited to 10 minutes each to allow for all parents to have the opportunity to speak with staff from Montsaye Academy. You must attend your appointment slot at the allocated time and please be aware that the system will automatically close after 10 minutes. Should further discussion be required a follow up phone call can be arranged.

We look forward to meeting with you and you child at your chosen time.



Mrs Gabbi
Principal



Mr Berridge
Assistant Vice Principal



Mrs Cooper
Year 7 Progress Leader

