

2nd December 2020

Dear Parent/Carer

YEAR 11 PARENTS' EVENING

This year, we are unable to host a traditional Parent and Teacher consultation evening, and the meeting will therefore take place virtually on Wednesday 9th and Thursday 10th December 2020 between 4.30 pm - 7.30 pm. Teachers will be available during the times outlined on Insight, and we would be grateful if you would book an appointment using the online system outlined overleaf. During your appointment time, teachers will be available online through INSIGHT for a face to face virtual conversation. This is an important meeting as it gives you an opportunity to discuss your child's progress.

Success in education is far more likely if there is an effective partnership between parents, teachers and students. We hope very much that you will want to support your child by attending the meeting.

Like last year, we are using the online booking system within Insight. Please note that you cannot make bookings through your child's student account. The instructions on how to do this are attached. Should you need your username or password, please let reception know.

We would also request that you add any subject specific reason to your appointment to make the meeting more productive as they are limited to the 5 minute slot. The system also blocks the slots either side of an appointment to ensure that people are available.

For subjects where your child has more than one teacher, for example in Science, the departments have decided which teacher will be making appointments.

For Science and GCSE PE, please make appointments with the following teachers:

- Science 11.1- Mrs Bannister; 11.2A - Mrs Elkins; 11.2B – Mr Chown; 11.3 - Mr Glenn; 11.4 - Mrs Yaxley
- GCSE PE (Female students) – Mrs Ryan
- GCSE PE (Male students) – Mr White

I will also be available as Head of Year.

Bookings close at 23.55 on Tuesday 8th December. Before the first evening we will forward a separate guide on how the virtual parents' evening will work from your perspective.

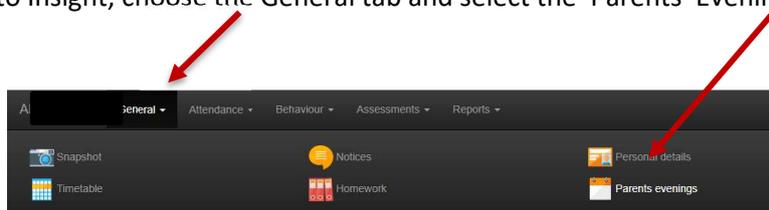
Yours sincerely



Mr Ryan
Head of Year

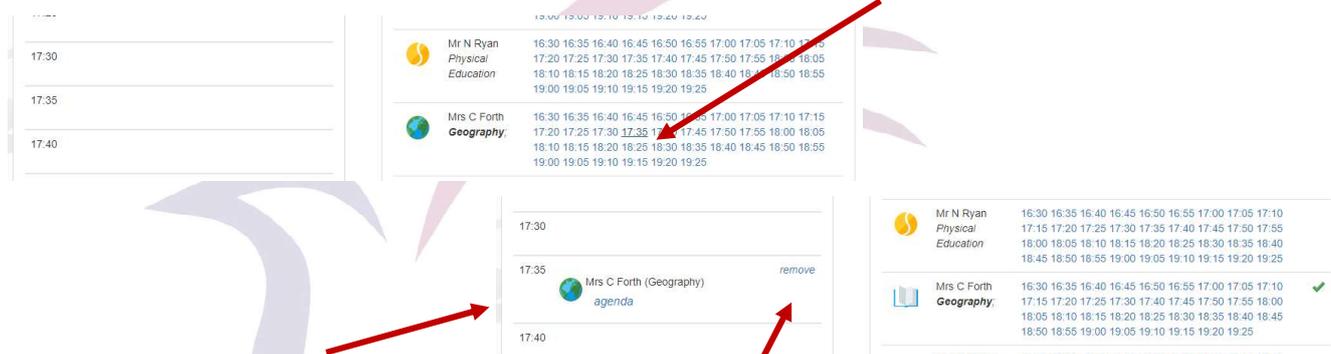
Insight: Parents' Evening

You can now book appointments with Teachers online. When you have been advised that a parents' evening can be booked please log into Insight, choose the General tab and select the 'Parents' Evening' button to make appointments.



Appointments are 5 minutes long. Please be aware that appointments may not always be in the hall. Please refer to the seating plan which will be available on the evening.

To make a booking select a teacher and time from the 'available bookings' list



The booking will then appear on the appointment sheet

If you wish to change a booking, first you need to remove the original booking, using the 'remove' link. You can then make another booking in this time slot.

Under the booking there is the word 'agenda', please click on this link to add a subject specific reason to your appointment to make the meeting more productive.



To download a list of appointments click the Download button at the top of the page and selecting 'Bookings'.



Insight works best when opened in the Google Chrome web browser. The video call function is designed specifically for Google Chrome so is unlikely to work in other browsers.