

LBA/AC

2nd May, 2019

Dear Parent/Carer

Year 9 Parents' Evening – 3.30 – 6.30 pm, Thursday 16th May, 2019

You are invited to attend the Year 9 Parents' Evening on Thursday 16th May, 2019, during which time you will be able to discuss your son/daughter's progress with his/her teachers.


As we approach the middle of your child's first year of GCSE studies this is a crucial opportunity to meet with their subject teachers.

Attendance at Parents' Evening is vitally important and appointments will be necessary, which will need to be booked using 'Insight' following the instructions overleaf. Should you not have your 'Insight' log in details, please contact our Reception and they will provide these for you.

Please ensure you log on to Insight and book appointments as they are allocated on a first come, first served basis.

We look forward to seeing you on Thursday 16th May, 2019.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs Barnsley', written in a cursive style.

Mrs Barnsley
Director of Key Stage 3

The parents evening page - Users will see a list of the staff they can make bookings with on the right side of the page. The left side of the page shows the bookings that the user has already made. Users can make bookings with staff by clicking on the time slot that they would like to book. Only available slots will be shown, and they are always allocated on a first-come, first-serve basis. If a parent already has a booking with a member of staff, a tick will appear next to that staff member's name.

A download button appears at the top right of the page. This can be used to download the list of bookings for the user. If a supporting document has also been added for the evening, then this will be available by clicking the Download button.

The screenshot shows a web browser window with the following content:

- Left Sidebar (Netty Abbey):**
 - 18:00 Miss J Young (Physical Ed) agenda [remove](#)
 - 18:10 Miss A Parker (English) agenda [remove](#)
 - 18:20 Mr A Simmons (Geography) agenda [remove](#)
 - 18:30 Miss R Hatchett (Mathematics) agenda [remove](#)
 - 18:40 Miss R Hatchett (Statistics) agenda [remove](#)
 - 18:50
 - 19:00
- Main Right Area (Staff and Time Slots):**
 - Miss A Parker English: 18:00 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50 ✓
 - Miss J Young Physical Ed: 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50 ✓
 - Miss R Hatchett Statistics, Mathematics: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50 ✓
 - Mr A Simmons Geography: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50 ✓
 - Mr C Hughes Technology: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50
 - Mr G Davies Music: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50
 - Mr J Brown Religious Ed: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50
 - Mr S Dumbell German: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50
 - Mrs A Abell Science, Additional Science: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50
 - Ms A Little PSE: 18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50