Guide to booking Parents' Evening appointments

- Access the school's website and scroll down until you see the "Insight" icon. Click this and the Insight system will launch – your login details are available on the accompanying letter.
- Click on General and then Parents Evening
- Use Insight to make your appointments by selecting your preferred times. Please remember to leave 5 minutes between appointments.

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General -					오 , 8 04
sk on GENERAL then PARENTS EVENING be m		mply click on your preferred ppointment and the booking will e made. You can amend your		referred booking will mend your	Download
Y11 Parents' Even	ing b	booking up until 3pm on the day before Parents' Evening.		on the day ng.	Thursday 19 th November 2020
		A	vailable bo	ookings	
15:00			U)	Miss C Maiolani Registration Tutor	15:00 15:05 15 15:15 15:20 15:25 15:30 15:35 15:40 15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25
15:05					16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25
			Mrs E Dranfield (SENDCO Appointments	15:05 15:15 15:20 15:25 15:30 15:35 15:40 15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20	
15:15				made by school if	17:25

 On Parents' Evening itself log onto Insight and you will see your appointments. Next to the appointments you will see a camera symbol. At the time of the appointment please click the camera icon, and your appointment will commence.

14:00	Dr A Glancey	-
14:05	** Transition **	

- This will open the screen below.
- Click "Connect" and the teacher will become available when he/she connects.
- Appointments are limited to a five minute duration. After five minutes your child's teacher will need to progress to the following call.



• When the call is over – please hang up and attend your next scheduled appointment. It is important that the five-minute appointment time is not exceeded. If, after the meeting, you have any further questions please contact the school, and a telephone appointment can be made.