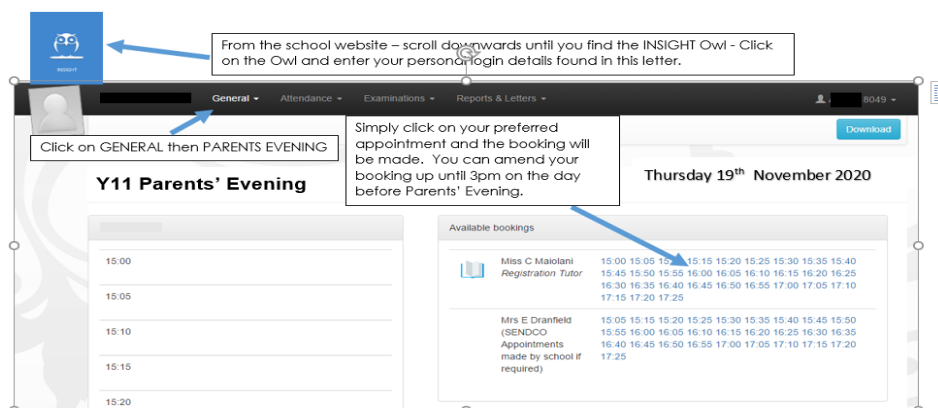
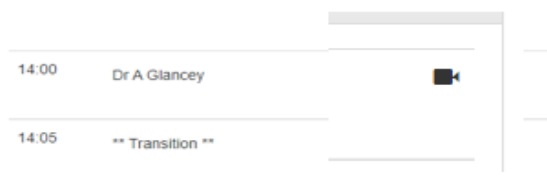


## Guide to booking Parents' Evening appointments

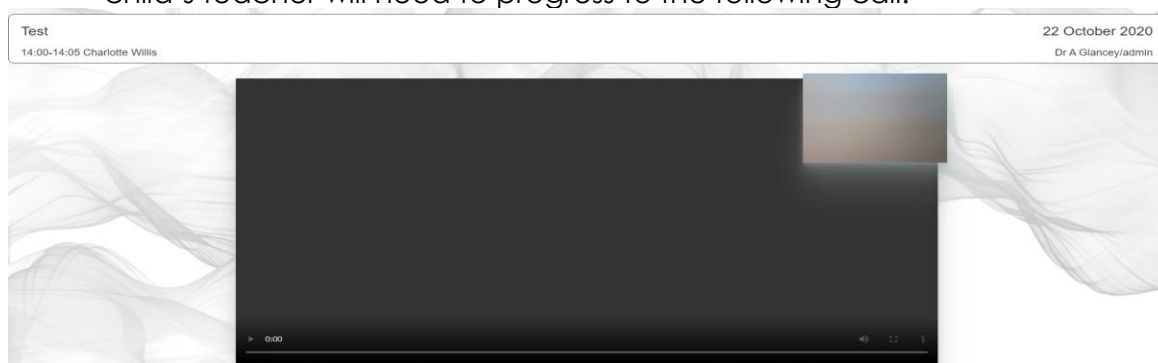
- Access the school's website and scroll down until you see the "Insight" icon. Click this and the Insight system will launch – your login details are available on the accompanying letter.
- Click on General and then Parents Evening
- Use Insight to make your appointments by selecting your preferred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



- 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.



- 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.