

## Parents' Evenings

Booking for parents' evening are managed through the Insight Parent Portal. In the initial booking period students are responsible for making appointments with members of staff. Parents are able to view these appointment in the "Parents' Evening" tab of the Insight Portal. Bookings are then open to parents.

Appointments can be accessed via General | Parents' Evenings

Existing appointments are shown here

New bookings can be made by clicking an available booking slot for a member of staff

You can download and print your appointment list here

Insight automatically puts a five minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly.

Please note:

- You must be logged on with a parental account to make bookings for parents' evening and to make option choices in the Portal.
- You can download and print your appointment lists at home by clicking the Download button but students will also be issued with their appointments lists, a room list and a map for you on the day of the parents' evening. Please make sure you bring this with you.
- You will be notified by SMS text message and/or email when bookings are open to parents