



Chew Valley School

Learn Grow Achieve

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6 December 2016

CEC/CH

Dear Parent/Carer

Year 9 Subject Parents' Evening – Thursday 19 January 2017

Year 9 Parents' Evening takes place on Thursday 19 January from 4pm until 6.30pm. These meetings are intended to be positive occasions during which we can discuss all aspects of school work, tackling problems where they might exist, and seeking to praise students and to encourage them in their progress towards success. This event serves an additional important purpose, in that it can provide an opportunity to discuss suitability for GCSE courses with subject teachers in the run up to final GCSE Option choices being made. The Options information booklets will be distributed to students in the New Year and the process will be explained fully to them then. Year 9 students will receive an Options Assembly and the Options Evening is calendared for Wednesday 11 January.

Bookings for parents' evening appointments are managed through the Insight Portal. In the initial booking period (from week beginning 3 January) your son/daughter will be responsible for making appointments with members of staff. You will be able to view these appointments via "General" then "Parents Evening" tab of the Insight Portal. Bookings will then open to parents and carers no later than a week before the event. From then you will be able to book appointments with your child's teachers. Please note:

- You must be logged on with a parental account to make bookings for parents' evenings. If you do not have a username or password for your parental account, please contact Ms Moncrieffe at the school via email on lmoncrieffe@chewvalleyschool.co.uk.
- Insight automatically puts a five-minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly.
- You can print your appointment lists at home by clicking on the "printer" icon in the parents' evening screen, but students will also be issued with appointment 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.

Yours sincerely

Mrs C Clement
Head of Year 9