



January 10 19

Dear Parent/Carer

We would like to invite you and your son/daughter to our Year 8 Achievement Evening to be held on Tuesday 26th February 2019. The event will begin at 3.30pm, end at 7.00pm and will be an opportunity to discuss the progress of your child with their individual subject teachers. Please note that on this day school will end for students at 2.05pm as previously communicated.

Please note we are changing the way that appointments are booked for this Achievement Evening. Instead of students booking appointments with teachers we are asking you as parents to use our parent portal 'Insight' to book the appointments yourself. This is to provide you with greater control over the appointments process.

Each appointment is 5 minutes long. We have enclosed a map of the evening to help you understand where staff are placed to enable you to book appointments with staff who are next to each other to increase the speed at which you can move around the school.

Enclosed with this letter is also an instruction guide to using Insight to book appointments.

Please note appointment times are strictly set on a first-come-first-served basis so we encourage you to book appointments early to avoid disappointment. **The booking process is currently open and will close on Wednesday 13th February at 1.00pm.** If you have not booked appointments by this date but wish to attend Achievement Evening please contact us.

If you have any questions regarding this event in general please contact myself or Mrs Rollin (drollin@newarkacademy.co.uk), or if you are struggling to access Insight please contact Gail Rogan (grogan@newarkacademy.co.uk).

We hope you find this new process easy to use and would welcome your feedback on the Achievement Evening itself to see how we can improve this moving forward.

Yours sincerely

Mr S. Brown
Associate School Leader: Curriculum



NEWARK

ACADEMY

Achievement Evenings—Online Booking Information Sheet



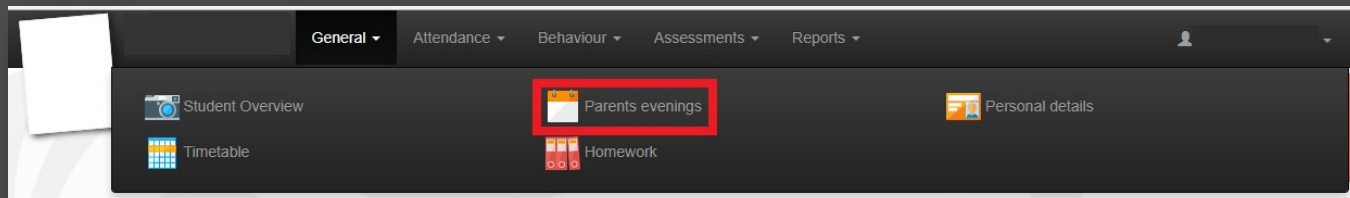
To book appointments for Achievement Evenings please follow these simple steps.

Log in to Insight

Log in to Insight by visiting <http://insight.newarkacademy.co.uk>. And use the login details you have already been provided with. If you have forgotten your login details please click “Don’t know your password?”. If you have never been provided with an Insight login, please contact Gail Rogan (grogan@newarkacademy.co.uk) to request this.

Access the booking system

Click the ‘General’ menu option and select ‘Parents Evenings’.



This will then open the bookings page. Under the ‘Available bookings’ section on the right, select the time of the appointment you wish to make with each teacher and this will then be added to your appointment list on the left. Each appointment lasts for 5 minutes. Upon completion this will book your appointments with the selected teachers.

Appointment List	Available Bookings
<p>15:30 Miss C Williams (German) remove</p>	<p> M Amess Geography; 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 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55</p>
<p>15:35 Miss R Clarke (Mathematic) remove</p>	<p> Miss C Williams German; 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 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55 </p>
<p>15:40 Mr A Athey (I Media) remove</p>	<p> Miss R Clarke Mathematic; 15:30 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 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55 </p>
<p>15:45 Mr J Padley (Physical E) remove</p>	<p> Mr A Athey I Media; 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 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55 </p>
<p>15:50 Mr M Kerslake (Science) remove</p>	<p> Mr J Padley Physical E 15:30 15:35 15:40 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 </p>
<p>15:55 Mr S Brown [SBR] (Computer S) remove</p>	

You can then download your bookings by selecting ‘Download’ and ‘Bookings’ from the menu at the top right. Please arrive at your appointments on time to ensure the Achievement Evening runs to schedule.

