



Dear Parent/Carer

We would like to invite you and your son/daughter to our Year 9 Achievement Evening to be held on Thursday 21st June 2018. 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 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. Enclosed with this letter is an instruction guide on how to use Insight to book appointments.

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. Each appointment is 10 minutes long.

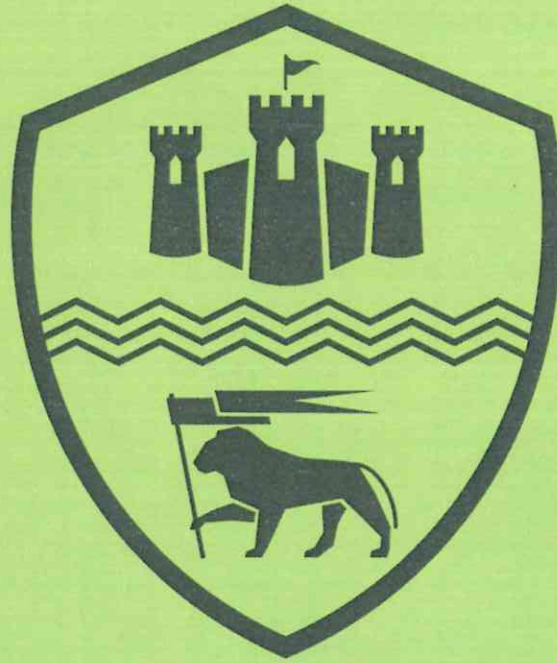
Please note appointment times are strictly set on a first-come-first-served basis so we encourage you to book appointments early to avoid disappointment. **The booking process will open on Wednesday 23rd May at 8.30am and close on Thursday 14th June at 3.00pm.** If you have not booked appointments by 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 Mr Athey (aathey@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





Achievement Evenings

Information Sheet

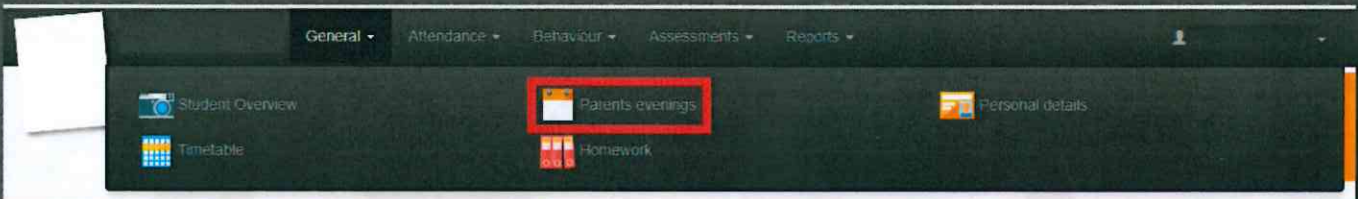
To book appointments for Achievement Evenings please follow these simple steps.

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.

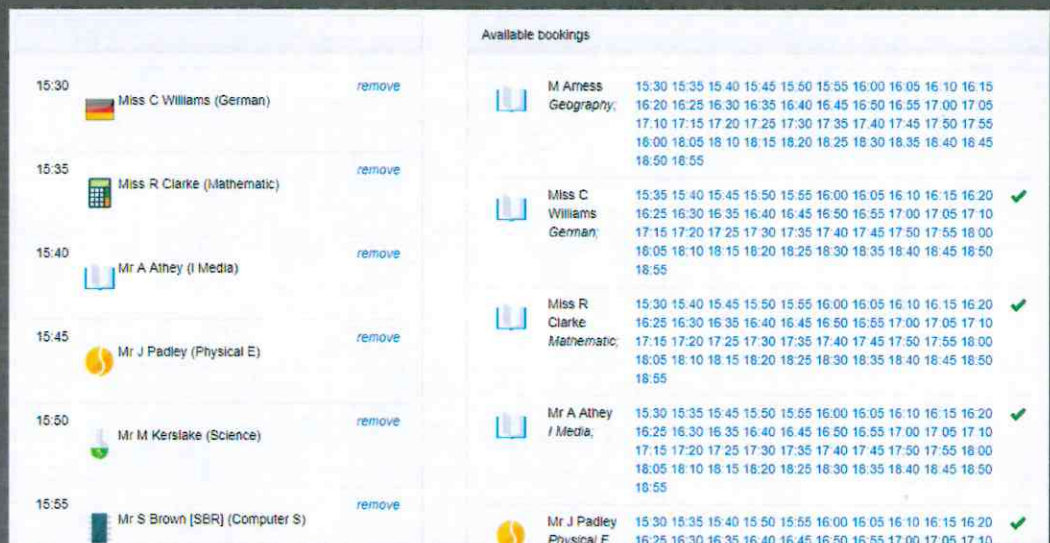
Access the booking system

Click the 'General' menu option and select 'Parents Evenings'.

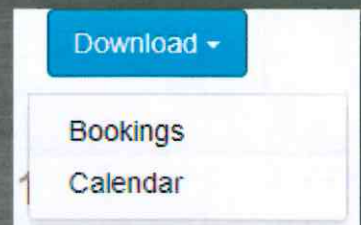


This will then open the bookings page. Under the 'Available bookings' section on the right, select the time of the appointment you wish to make with each teacher and this will then be added to your appointment list on the left. Each appointment lasts for 10

minutes. Upon completion this will book your appointments with the selected teachers.



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.



Y9 Achievement Evening—June 2018 Map

Key

- English
- Maths
- Science
- Option

