

20<sup>th</sup> May 2019

Dear Parent

**YEAR 7 PARENTS' EVENING**

I am writing to inform you that the Year 7 Parents' Evening will take place on **Thursday 6<sup>th</sup> June 2019 between 3.15pm and 6.15pm.**

Please do not underestimate how vital parental involvement and encouragement are, in order for your child to achieve their best. We feel that bringing you up to date with your child's progress early in the academic year will allow them to be given the best chance to achieve in their final exams next summer.

At this Parents' Evening all the teachers will be available to discuss your child's progress and offer strategies as to how best to support them with their learning at home.

**We will again be using the parent portal, INSIGHT, to allow you to book your appointments online.**

**The window to book appointments is from 4pm, Tuesday 21st May until 4pm, Wednesday 5<sup>th</sup> June 2019.**

The vast majority of teaching staff have sufficient time slots to be able to see all the parents of students they teach. However, there are a small number of staff who teach more students than timeslots they have available. With that in mind you may not want to leave booking appointments to the end of the booking window.

You can access the booking system in the following way:

- Log into INSIGHT. This is found under the Parent section on the school website
- Appointment slots will appear on the homepage;
- The consultation booking system will open with your child's teachers and available times;
- Click on the appointment time you would like to meet each teacher making sure you leave a 5-minute gap between each appointment;
- When you have finished booking all your appointments, you will be able to download your appointment schedule and then print a copy to bring with you on the evening.

If you have any difficulty logging into your account, or have any other difficulties in booking appointments please contact the Student Services Team via email on [IADMIN@alns.co.uk](mailto:IADMIN@alns.co.uk)

*Dare to Dream, Aim to Achieve*

If you are unable to attend but would like to discuss your child's progress, please do not hesitate to contact your child's tutor.

I look forward to seeing you at the Parents' Evening.

Yours sincerely

A handwritten signature in black ink, appearing to read "K. H. Jones". The signature is written in a cursive style with a large, stylized initial "K" and "H".

*Assistant Headteacher: Student Achievement,  
Admiral Lord Nelson School*