



# Bishop Wordsworth's School

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Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

11 December 2018

Dear Parents/Guardians

## **Re: Using Insight Parent Portal to make appointments for Parents' Consultation Evenings**

From January 2019 appointments for Parents' Consultation Evenings for Years 7-11 will be made through the Insight Parent Portal rather than using a paper-based system as in the past. Appointments for Sixth Form Parents' Consultation Evenings will continue to be made directly with the teacher, as will those with Mrs Tang or Mr Owen, if your son takes Chinese or Latin in an after-school class.

These evenings are for discussions with subject teachers only. If you wish to discuss pastoral matters then you should contact your son's Form Tutor in the first instance to arrange a separate meeting.

The 2019 schedule for Year 7-11 Parents' Consultation Evenings is as follows:

Year Group	Day	Parents' Evening	Appointment booking window (inclusive)
10	Wednesday	16.01.19	20.12.18 – 13.01.19
11	Thursday	24.01.19	14.01.19 – 21.01.19
7	Tuesday	29.01.19	17.01.09 – 24.01.09
8	Tuesday	05.03.19	14.02.19 – 28.02.19
9	Wednesday	13.03.19	01.03.19 – 10.03.19

### **How to make an appointment:**

Once you've logged on to the Parent Portal, select *Book Parents Evening* from within the *General* menu, and simply click on a 5 minute time slot for each teacher you wish to see. As a teacher's time slots are taken by other parents, they will disappear from those available. This prevents a teacher being double-booked.

The system automatically creates a 5 minute break before and after each of your appointments to allow time for you to move to another room for your next appointment.

If you want to change a booking, click the Remove button before trying to re-book as the system will not allow you to make two bookings with the same teacher for the same subject.

In some cases, your son's teachers may have requested an appointment and these will appear on your schedule. If the time is convenient then click in the box next to "*Confirm this booking?*". If it is not convenient, but you would like to make an appointment at a different time, simply make your own appointment as above. This can be in the next 5 minute slot, if it is available. Please note: at present you cannot remove a requested booking – only the teacher can do this – but this is something we hope to introduce in the near future.

The Download button at the top right of the window allows you to:

- Print your schedule for the evening (*Bookings*)
- Download an iCal file to add to your electronic calendar (*Calendar*)
- View this help-sheet (*Guidance*)

If you have more than one child in a particular year group, you will need to make bookings separately with each set of teachers, but you can make consecutive 5 minute bookings if they are available.

### **Timings:**

The system will open for bookings roughly one week plus two working days before the evening. Where the start date falls during a school holiday or at a weekend, the start date has been brought forward to the last available school day. The dates are shown in the table above. A reminder will be sent to you nearer the time. Two working days before the evening, the system will be closed to parents to allow the staff time to make their arrangements for the evening.

If you have any issues using the Parent Portal then please email the support team: [insight@bws.wilts.sch.uk](mailto:insight@bws.wilts.sch.uk)

Yours faithfully

Mr Andy Harmsworth  
Assistant Head