



St. Chad's Catholic and Church of England High School

a Specialist Language College & EAL Centre for Halton

Headteacher
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29 September 2016

Dear Parent/Guardian,

Last year we introduced Consultation Days as a way of improving our parental engagement and they proved to be extremely popular and productive. This year we will continue with these days beginning with Years 7 and 9 on **Tuesday 8 November 2016**. To facilitate this day the online booking system will open for bookings on **Monday 3 October 2016**.

For new parents the Insight parental gateway can be accessed through the school's website. To do so you will need a username and password, which you should by now have received. If you have not received these details it is likely that we do not have a current email address for you. This can be supplied by returning the form at the foot of this letter.

Insight is a user friendly portal and will allow you to access important information about your child, in addition to allowing you to make appointments for the Consultation Day. The booking system will allow a maximum of 8 appointments.

Appointments for the day will be 10 minutes long, during which time your child's progress will be discussed and improvement targets and celebrations for achievement will be recorded on a 'Target Review Form'. We suggest that after the day this is displayed in a prominent position at home and used as a frequent discussion point with your child.

If you have any queries about the portal or the Consultation Day, including any difficulties you have when attempting to make appointments please contact Ann Stevenson, Barbara Wilson or Clare Orme.

Yours faithfully

Mr A Bennett
Assistant Headteacher

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Please write clearly in the space provided

Student

Parent/Guardian name

Email address Date

Faith in God, Faith in Ability, Faith in Each Other

Honorable Purpose

Respect

Compassion

Co-operation

Stewardship

