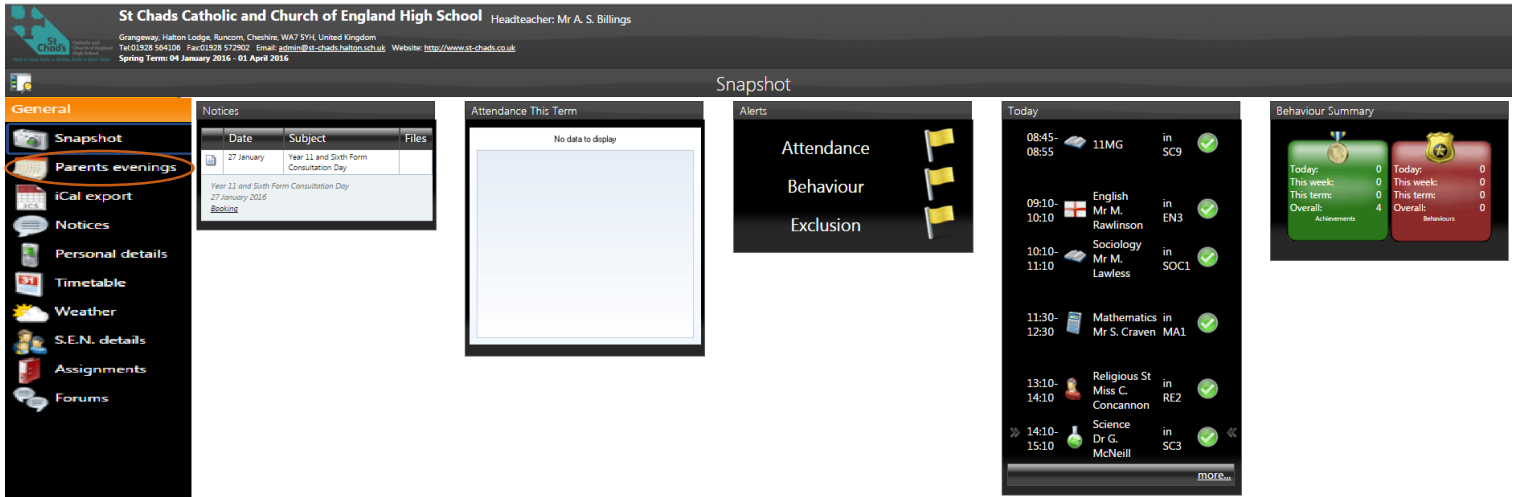
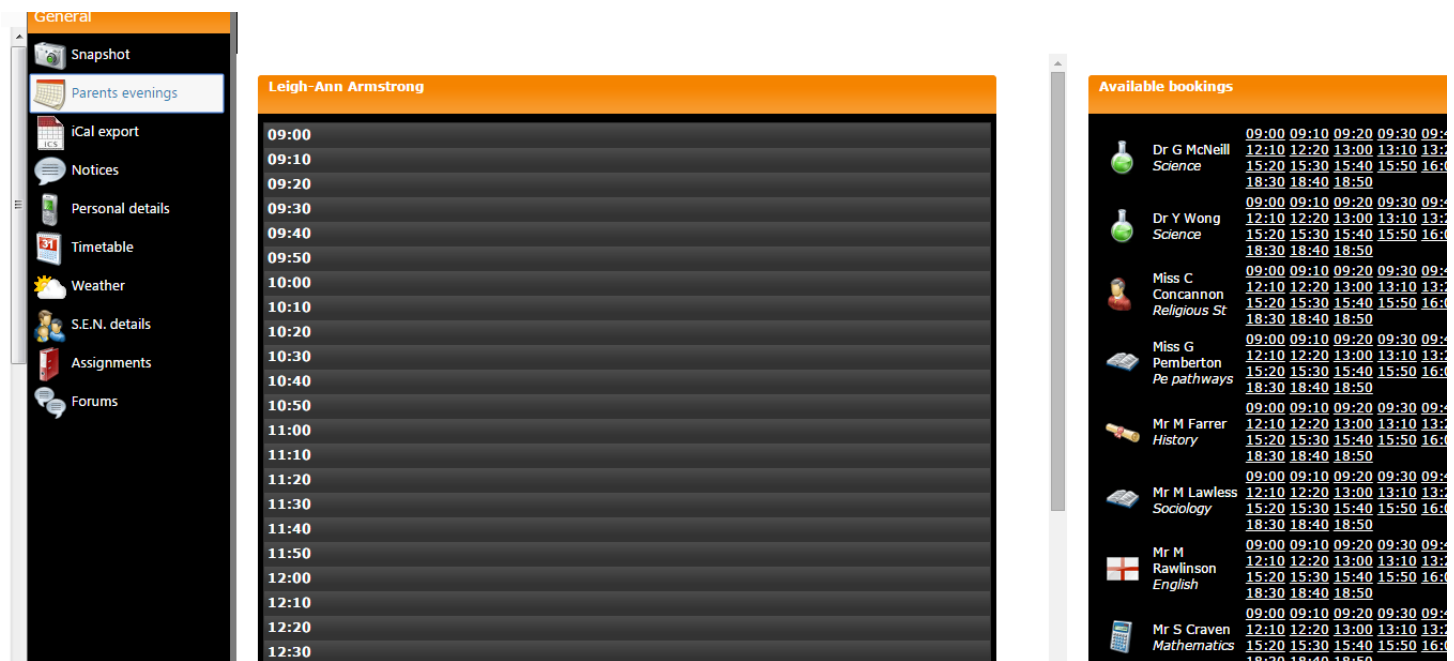


Using Insight to Book Consultation Day Appointments

1. Log onto the Parent portal in the normal way and you will see the snapshot page below:



2. Click on the Parents Evenings option under General and this will take you to the bookings page as seen below. This will list all the possible appointment times on the left and the possible appointments times available with the relevant teachers on the right.



3. To make an appointment simply click on the time slot that you want for that teacher and the left hand column will automatically populate. You can remove the booking by clicking on the 'remove' button which is on the right of the menu below. If you wish to re-book please repeat the process above. If a time slot is not available it is because it is already booked by another parent.

4. If you wish to print off your appointment sheet then click on the little floppy disk symbol in the top right corner, this will open a PDF document which you can then print for your convenience.



5. A map has been provided to help you with the layout of the school as the teachers will meet with you in their teaching area.



Our teachers have 3 scheduled breaks throughout the day 11:00 – 11:30, 12:30 – 13:00, and 16:30 – 17:00.

Please contact us with any further questions if you encounter any problems.