



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

a Specialist Language College & EAL Centre for Halton

Headteacher
Mr M Paziuk BSc (Hons) MA NPQH

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8th January 2018

Dear Parent/Carer,

Our next Consultation Day for Years 8 and 11 is scheduled for **Thursday 1st February 2018**. To facilitate this day the online booking system on our parent portal is now open for bookings

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 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 slip 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 son/daughter'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. You will also find it useful to bring your child's recent progress report with you to your appointments as it will inform your discussions with subject staff.

Your appointments will take place in the subject areas. We suggest, therefore, that you ask your son/daughter to assist with the bookings, to ensure you select staff in an appropriate order based on their location. Students should accompany you to the appointments and should be in full school uniform.

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 at the school or complete the slip below.

Yours faithfully,

Mrs D. A. Burke
Deputy Headteacher

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Please write clearly in the space provided

Student name: Tutor:

Parent/Carer name:

Email address:

Available from: Available until: on **Thursday 1st February 2018**.

Please return this slip to Ann Stevenson

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

Honorable Purpose

Respect

Compassion

Co-operation

Stewardship



