

Completing parents evening appointments online: A Step by Step Guide



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Attendance at parents' evening is important as it provides time to speak with your child's teachers and find out how they are getting on at school. It is an opportunity to ask any questions that you may have and also for the teachers to explain how you can support your child with their learning at home.

All parents' evenings are held through our parental portal (INSIGHT). In previous years, students have sometimes been given paper copies of appointment schedules, forgotten to include teachers' who you would like to see and made appointments about you did not want the appointment.

All parents should have been sent a letter with your username and password for the system and you will need these details to enter the booking system. Please contact the school office if you need assistance with logging into the insight system.

Wollaston School working with our partner INSIGHT

STEP 3:

Login using the 'Username and Password' provided in your letter and then click on 'Log in' (**Change password on first log in**).

STEP 4a:

Select the 'General' tab will be open along with 'Parents Evening'.

Make appointments

TIP: Those teachers who teach your son/daughter will be flashing between their photo and subject icon.

STEP 4c: Your appointments will appear in this schedule and you must save them by 'clicking' on the icon above.

STEP 4b: Select a time for each subject by a 'click'. Your appointments will be placed into your schedule.