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Ref: NWI/RPE

2nd February 2018

Dear Parents

Year 10 Parents' Evening

I am writing to inform you about the upcoming Parents' Evening which will be held on **Wednesday 28th February** from **4.30pm** to **7.00pm**.

This is an opportunity to meet your child's subject teachers and to discuss their progress. Should you wish to discuss any special educational needs regarding your child, there will be someone available during the evening.

At The Sholing Technology College, we have an electronic booking system via INSIGHT, our parent portal.

- Please log on to your account using your username and password, then click on the parents' evening tab on the left hand side. The names of your child's teachers will appear with the time slots that they currently have available.
- Click on the time slot to make the booking. Your appointments times will appear on the left. Please leave at least 5 minutes between each appointment. You can print your appointment lists at home by downloading your appointments as a pdf document.

The booking system will go live on **Tuesday 6th February from 12.00pm**. If you have any issues accessing Insight, please contact Mrs Perry in the front office or email info@sholingtc.org.uk.

I look forward to seeing as many parents at this event as possible.

Yours sincerely

Mrs Ashley
Deputy Headteacher