



much more than just a school



28 January 2021

Dear Parents and Carers of Year 10

Please read this letter carefully as it contains important information about how to book and attend appointments for parents' evening next week.

**Parents' Evening – Thursday, 4 February 2.00-4.30pm**

We are unable to run this as face to face appointments, for obvious reasons, but are keen to discuss your child's progress and engagement with remote learning. This will work through video meetings via the INSIGHT app with subject teachers.

These will be 5 minute appointments. Please only select 5 subjects initially to allow everyone to make appointments, if we then have spare slots, we will let you know.

To book the meeting, select the general tab on your INSIGHT app and then Parents Evenings. Full guidance is included at the end of this letter.

This will be our first time trying this for all subjects and inevitably we may encounter the odd technical hitch, so please bear with us.

If you do not have access to a camera on a phone or other device for the parents' evening, we can make a phone call instead. Please let us know if this applies to you.

Our IT Services Team will send all parents a reminder of their log-on details over the next few days.

**Preparing for the parents' evening appointment**

Please look at your child's current attendance in advance of the meeting. These can be viewed on the INSIGHT app.

If you have not downloaded the app and need support to do so, please email [ITservices@pcs.hants.sch.uk](mailto:ITservices@pcs.hants.sch.uk). Help videos can also be found on our website.

Finally, I hope you and your families are well and once again adjusting to remote learning. Teachers look forward to speaking with you next week.

Yours faithfully

Ella Capaldi  
Head of School



Success for All through Attainment, Resilience and Autonomy

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## Guidance for booking parents' evening appointments on INSIGHT

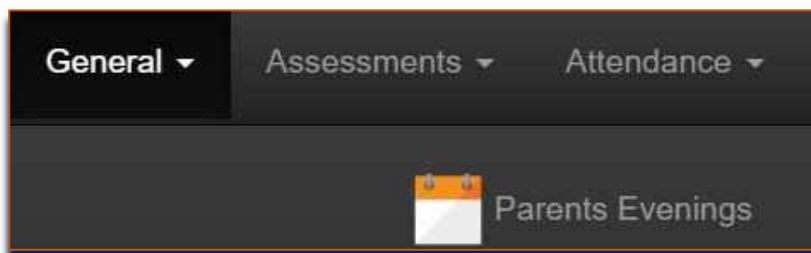
You can access and make an appointment for Parent Evening via your INSIGHT app or through the browser.

If you are using a browser, please access the INSIGHT via the link provided:  
<https://insight.pcs.hants.sch.uk:444/>

**Reminder:** Your username is the email you signed up with.

### Book an appointment

At the top of the page, select the general tab and parents evening.



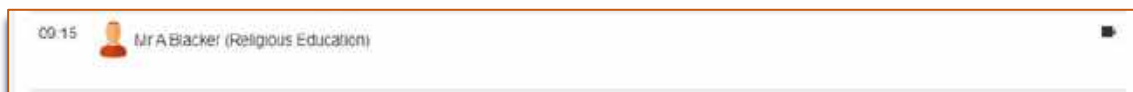
Once you are in the Parents Evening page there will be a list of available staff on the right of the page and a list of their own bookings on the left.

A list of available appointment times will appear next to each staff member's name. Users click on an appointment to reserve it.

A green tick will appear next to each staff member that the user has an appointment with.

### Starting the Parents Evening

On the day of the Parents Evening, navigate to General > Parents Evenings and your booked appointments will be shown.



There will be a video icon next to each appointment, click the video icon, a Connect button will appear which will start the video meeting in a new tab.

**Recommendation:** Have your webcam and microphone setup before starting the meeting.