



Bishop Wordsworth's School

Exeter Street, Salisbury, Wiltshire SP1 2ED

Telephone: 01722 333851

Fax: 01722 325899

E-mail: admin@bws.wilts.sch.uk

Website: www.bws-school.org.uk

Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

13 December 2019

Dear Parents/Guardians

YEAR 11 PARENT/TEACHER EVENING

The Headmaster, Head of Middle School and Subject Teachers will be pleased to meet you at the forthcoming Parent/Teacher Evening, to be held in school on **Wednesday 22 January 2020**, from 5.00 to 7.30pm.

Our Careers Adviser, Mrs Sally Armstrong will be available throughout the evening should you wish to discuss your son's future plans. It will not be necessary to make an appointment to see her – you can simply turn up.

Subject teachers have only 30 possible slots and may teach two or more classes in any one year. For this reason we request that you give careful consideration to your choice of appointments. We would ask that you only book appointments for subjects where you have a concern or specific questions and suggest you make a maximum of 6 appointments.

Appointments are for a 5 minute discussion and subject teachers will do their best to keep to time so we would appreciate your understanding of the need to limit discussion to the 5 minutes available.

For any Parent/Guardian that is new to the school or anyone who is unsure, please see below on how to book appointments:

How to make an appointment:

Once you've logged on to Insight, select Book Parents Evening from within the General menu, and simply click on a 5 minute time slot for each teacher you wish to see. As a teacher's time slots are taken by other parents, they will disappear from those available. This prevents a teacher being double-booked.

The system automatically creates a 5 minute break before and after each of your appointments to allow time for you to move to another room for your next appointment.

If you want to change a booking, click the Remove button before trying to re-book as the system will not allow you to make two bookings with the same teacher for the same subject.

In some cases, your son's teachers may have requested an appointment and these will appear on your schedule. If the time is convenient then click in the box next to "Confirm this booking?" If it is not convenient, but you would like to make an appointment at a different time, simply make your own appointment as above. This can be in the next 5 minute slot, if it is available. Please note: at present you cannot remove a requested booking – only the teacher can do this – but this is something we hope to introduce in the near future.

The Download button at the top right of the window allows you to:

- Print your schedule for the evening (Bookings)
- Download an iCal file to add to your electronic calendar (Calendar)
- View this help-sheet (Guidance)

If you have more than one child in a particular year group, you will need to make bookings separately with each set of teachers, but you can make consecutive 5 minute bookings if they are available.

Timings:

The Year 11 Prelim Reports will be issued on 13 January 2020.

The booking facility will be live from **10am on Friday 10 January 2020 until 4pm on Friday 17 January 2020**, so please ensure you book your appointments in this window.

If you have any issues using the Parent Portal then please email the support team: insight@bws.wilts.sch.uk.

We strongly recommend that boys attend with their parents in order to involve them in the discussion of their progress.

When you arrive on 22 January, please sign in at the Sixth Form Work Room, which is in the Maths block.

Please note that there is no parking on the school site.

Yours sincerely



Mrs M Jenner
Head of Middle School