



Bishop Wordsworth's School

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

3 February 2020

Dear Parents/Guardians

YEAR 9 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 **Thursday 27 February 2020**, from 5.00pm to 7.30pm.

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. You may receive an email requesting an appointment from one of your son's teachers, please ensure you include this in your 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 parents/guardians new to the school or if you are unsure please see below for 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.

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 booking facility will be live from **10.00am on Thursday 13 February until 4.00pm on Monday 24 February 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 27 February, 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 MJ Jenner
Head of Middle School