

16 March 2023

AHh/JWe

Dear Parents and Carers

Year 11 Parents Evening – 23 March 2023

I am writing to invite you to our Year 11 on-site and face to face Parents' Evening, which will take place on **Thursday 23 March 2023, between 16:00 and 19:00** in the canteen.

I hope as many of you as possible can meet with your child's teachers on parents evening, this is an opportunity to discuss your child's progress and mock exam results before their final exams take place in the next few months, therefore this opportunity to talk to teachers directly will be extremely valuable.

If you are unable to attend, please email me alex.heath@clf.uk and let me know a suitable time for teachers to call you during at a suitable time and day, as our home-school communication is of the utmost importance.

From 12pm on Friday 17 March 2023, you will be able to book your parent evening slots via Insight (<https://koa-insight.clf.uk>). If you have any issues with using the online booking system, please contact the Academy office directly on 0117 992 7127 or email koa.office@clf.uk.

You may be familiar with how to use Insight to book appointments, however if you are unsure there are step by step instructions enclosed with this letter on how to book your appointments.

I would also like to take this opportunity to thank you all for helping your children to complete their mock exams for the final time in their GCSE journey. It is great to see us all working together to get the best outcomes for the students in this year group, who truly deserve every success.

So, to Parents, Carers, and the students themselves, I thank you for working with myself and the team to do the very best we can. I look forward to seeing you on Thursday the 23 March.

Kind regards



Mr Heath
Head of Year 11




King's Oak Academy

How to make Parents' Evening Bookings on Insight





1. Log onto your Insight account. Go to the Parents' Evening booking page (General > Parents Evening).
2. Select the appropriate Parents' Evening event. You will see a list of available staff on the right of the page and a list of your own bookings on the left – *please see below*.
3. A list of available appointments will appear next to each staff member's name.
4. Click on an appointment to reserve it. A green tick will appear next to each staff member that you have an appointment with.
5. If a booking was made by a staff member on your behalf, a 'Confirm This booking?' Option will appear beneath the appointment.

Year 10 Parents Evening

Jordan Acton

16:00	 Dr R Mcnamara (French) remove agenda
16:15	 Miss R Hatchett (Mathematics) remove agenda
16:30	 Mr A Blacker (Religious Ed) remove agenda
16:45	

Available bookings

 Dr R Mcnamara French	16:15 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
 Miss R Hatchett Mathematics	16:00 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
 Mr A Blacker Religious Ed	16:00 16:15 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	✓
 Mr A Simmons Geography	16:00 16:15 16:30 16:45 17:00 17:15 17:30 17:45 18:00 18:15 18:30 18:45 19:00 19:15 19:30 19:45 20:00 20:15 20:30 20:45	

If you have any issues with booking an appointment, please contact the Academy office on 0117 992 7120 or email koa.office@clf.uk

WORK HARD, BE KIND

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