

4 November 2021
BTN/lpr

Dear Parent/Carer

Re: Parent/Tutor Meetings

I am delighted to invite you to join us for our **Year 7 and 8 Parent/Tutor Meetings** on **Thursday 18 November** or **Tuesday 23 November** which will be accessible via bookable slots. Booking will open 9 November at 9am.

Thursday 18 November runs from 3:30pm – 6:30pm and Tuesday 23 November 4:00pm – 7:00pm.

We are able to offer either onsite or virtual appointments. This is an opportunity to discuss with your child's tutor how they have settled into their new year group, ask any questions and share any concerns.

The meetings will last 10 minutes and are bookable via our whole school communication system: Insight. Please do use your child's planner to inform their tutor as to whether your meeting would be in person or virtual.

Current UK Health Security Agency (formerly known as PHE) guidance is no large gatherings for the South West. With this in mind, our tutors will all be in individual rooms and if you are early for an in person appointment, we will use the Learning Resource Centre as a waiting area to ensure you have space between yourself and other families.

The rooms where you will find the tutors are a 3 minute walk from the main reception, this may help with you timing your arrival.

As part of the South West Directive extra measures, please ensure that you wear a face mask in our corridors and the Learning Resource Centre.

Kind regards



Mrs Thielen
Assistant Principal - Head of Middle School

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
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King's Oak Academy – Parents Evening Bookings - Insight

How to make a booking:

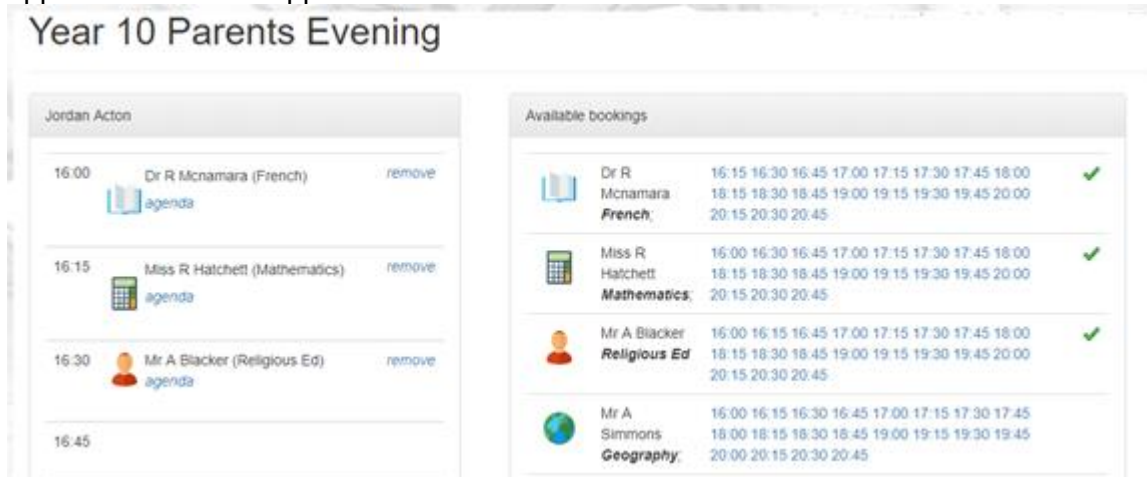
Log onto your Insight account. Go to the Parents Evening booking page (General > Parents Evening)

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. See below

A list of available appointments will appear next to each staff member's name.

Click on an appointment to reserve it. A green tick will appear next to each staff member that you have an appointment with.

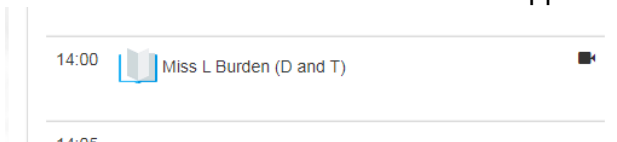
If a booking was made by a staff member on your behalf, a 'Confirm This booking?' Option will appear beneath the appointment.



How to join a Video Appointment:

**** Video appointments cannot be started until the date of the parents evening ****

- For best results, use a modern browser (Chrome) on a desktop or laptop computer.
- First go to the Parents Evening page (General > Parents Evening).
- There will be a video icon next to each appointment.



- Teachers will have a corresponding icon when they view their bookings.
- Click the video icon and the video meeting will open in a **new tab**.
- When both the parent and the teacher have clicked their video icon, a green connect button will appear below the video, clicking this will start the meeting.
- Please be aware that meetings may be recorded for record-keeping, quality assurance and training purposes.

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