

24 November 2022
CNn/JWe

Dear Parents and Carers

Year 8 Parents' Evening – 8 December 2022

I am writing to invite you to our Year 8, on-site Parents' Evening, which will take place on Thursday 8 December 2022, between 16:00 and 19:00 in the Hexagon Theatre.

Appointment slots are now available (Thursday 24 November 2022) and can be booked via insight, enclosed with this letter are instructions on how to make appointments if you are unsure on how to do so. If you are having difficulty or do not have internet access, please phone the main office on 01179 927 127 who will be happy to assist you.

I hope as many of you as possible are able to meet with your child's teachers on this evening, to discuss your child's progress and next steps in English, Maths and Science. There will be another parents evening in Term 4, where you will have the opportunity to discuss your child's progress and next steps across all other curriculum subjects.

If you are unable to attend, please email me (chris.nathan@clf.uk) and let me know a suitable time for teachers to call you over the next couple of weeks, as our home-school communication is of the utmost importance.

I would also like to take this opportunity to thank you for your ongoing support.

Kind regards,



Mr Chris Nathan
Head of Year 8

Enclosed: How to make parents' evening bookings on Insight

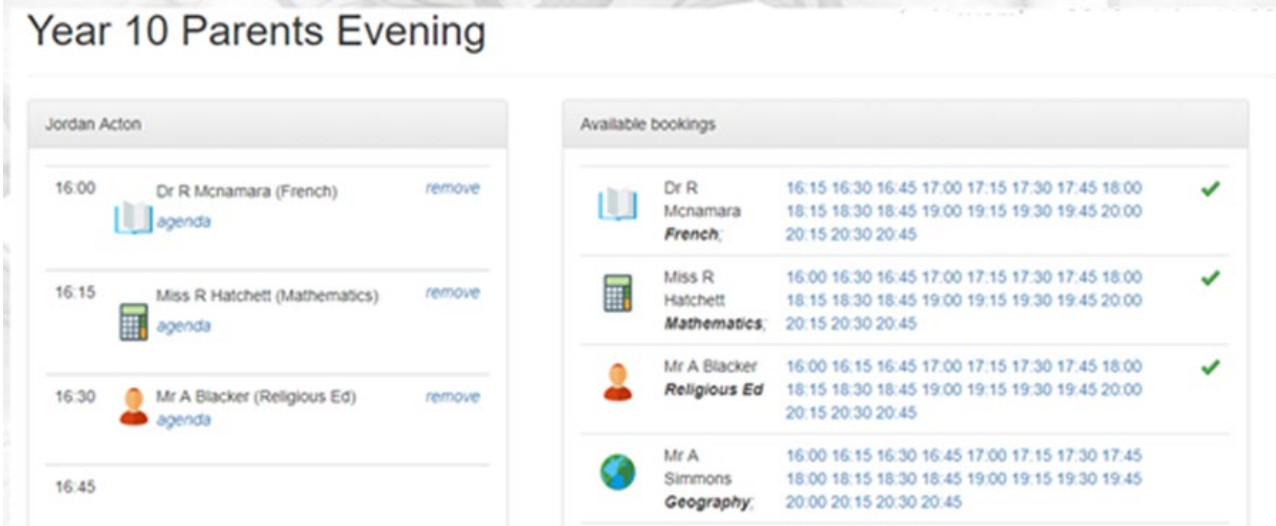
WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

King's Oak Academy – How to make Parents' Evening Bookings on Insight

How to make a booking:

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 (*see image below*).
3. A list of available appointments will appear next to each teacher's name.
4. Click on an appointment to reserve it. A green tick will appear next to each teacher 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 concerns or are unable to make an appointment please contact the office on 01179 927 127 or email koa.office@clf.uk.

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