

31 January 2023  
SMn/JWe

Dear Parents and Carers

### **Year 9 Parents Evening – 9 February 2023**

I am writing to invite you to our Year 9 on-site and face to face Parents' Evening, which will take place on **Thursday 9 February 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 this evening, to discuss your child's progress and their next steps in their subjects. This parents evening is happening prior to the options choice's discussions and open evening later in the year, therefore this opportunity to talk to staff directly will be valuable.

If you are unable to attend, please do email me [stephen.mannin@clf.uk](mailto:stephen.mannin@clf.uk) and let me know a suitable time for teachers to call you during at an alternative time, as our home-school communication is of the utmost importance.

**From 6am on Wednesday 1 February 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](mailto: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 your continued support, 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.

I look forward to seeing you on the 9 February.

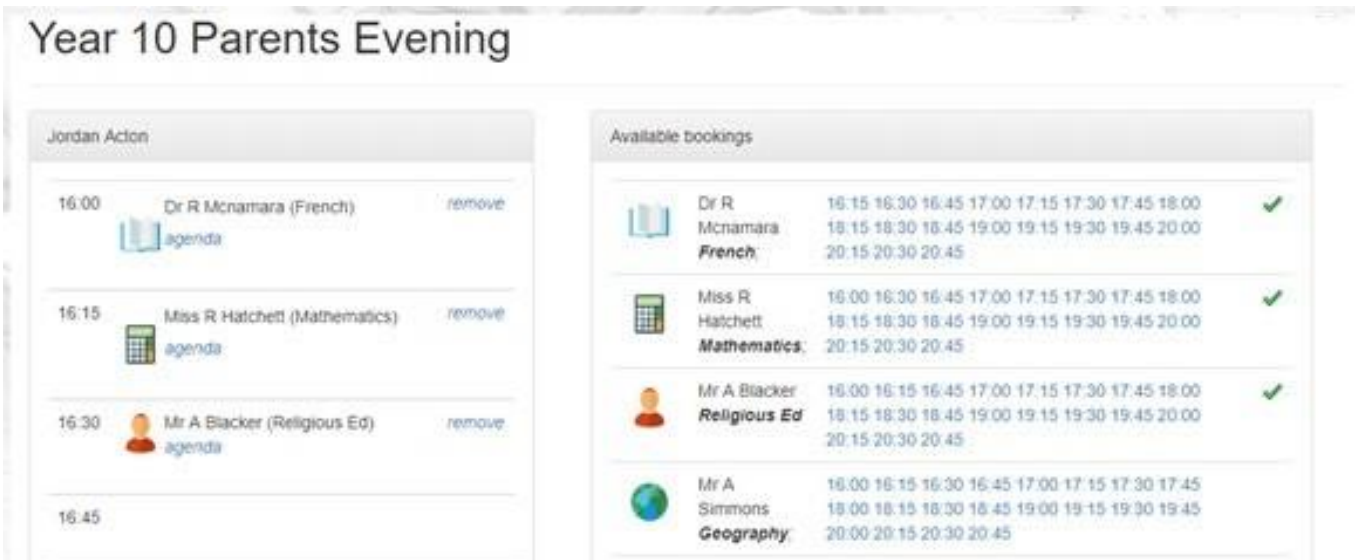
Kind regards



Mr Mannin  
**Head of Year 9**




## 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 <b>French</b>	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 <b>Mathematics</b>	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 <b>Religious Ed</b>	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 <b>Geography</b>	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](mailto:koa.office@clf.uk)

### WORK HARD, BE KIND

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