

20 February 2023  
Shy/sbt

**To: All Parents and Carers of Year 10**

Dear Parents and Carers

I am writing to invite you to our Year 10 on-site/face to face Parents' Evening, which will take place on Thursday 9 March 2023, between 4pm and 7pm.

We are looking forward to meeting with as many of you as possible, to discuss your child's progress in their core and option subjects.

If you are unable to attend, please do email me ([sarah.holtby@clf.uk](mailto:sarah.holtby@clf.uk)) and let me know a suitable time for teachers to call you during that week or the following week, as our home-school communication is of the utmost importance.

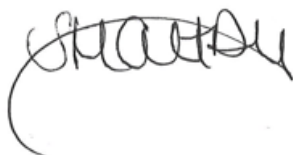
**From 6am on Monday 27 February 2023, you will be able to book your Parents' Evening slots, via Insight (<https://koa-insight.clf.uk>). If you have any issues with using the online booking system, please contact the Academy Office directly on 0117 992 7127 or email [koa.office@clf.uk](mailto:koa.office@clf.uk).**

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 for helping your children complete their recent mock exams. It is great to see us all working together to achieve the best outcomes for students in Year 10, who truly deserve every success.

I look forward to seeing you on Thursday 9 March.

Yours sincerely



Mrs S Holtby  
Head of Year 10

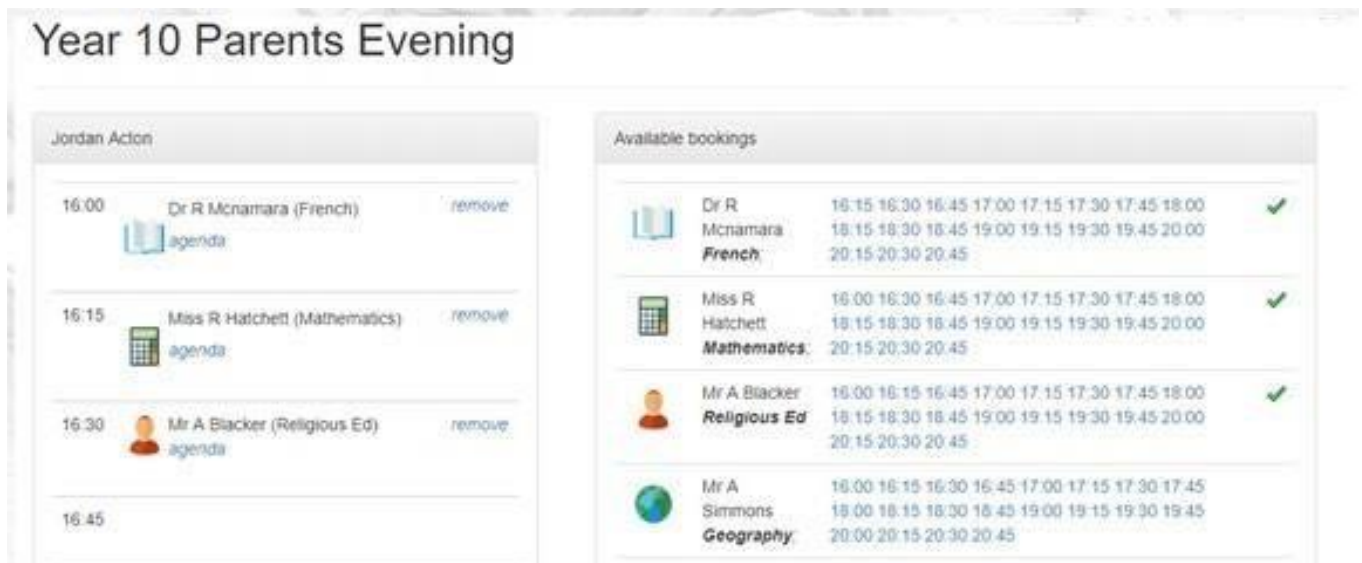
**WORK HARD, BE KIND**

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## 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.



If you have any issues with booking an appointment, please contact the Academy office on 0117 992 7127 or email [koa.office@clf.uk](mailto:koa.office@clf.uk).

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