

21 April 2023
HPH/Aht

Dear Parents and Carers,

Please note that the Year 7 Parents evening has been cancelled for the 27 April.

I am writing to invite you to the following Year 7 on-site Parents' Evening events:

Thursday 18 May 4pm – 7pm – all subjects

Thursday 25 May 4pm – 6pm – Year 7 and 8 English/Maths overspill appointments.

You may be familiar with how to use Insight to book appointments, as we did this for our previous Parents' Evening (English/Maths/Science). However, following an upgrade to the Insight service at King's Oak Academy, the mobile application from TASC Software has now been discontinued and replaced with a web page for mobile devices <https://koa-insight.clf.uk/webapp/>.

If you have any problem connecting to KOA Insight with the mobile app, please use the link in any browser on your device.

Your username and password remain the same. If you need to reset your password please go to <https://koa-insight.clf.uk/secure.aspx?ReturnUrl=%2f>, enter your username, or email address and a reset link will be sent to you. There are instructions attached with this letter on how to make appointments.

I hope as many of you as possible can speak with your child's teachers on this evening, to discuss your child's progress and next steps in their individual subjects. The opportunity to talk to staff face-to-face is valuable. If you are unable to attend, please feel free to contact Miss Pearch (hannah.pearch@clf.uk), as our home-school communication is of the utmost importance.

From 12 noon today (24 April), you will be able to start booking your appointment slots. Please do not hesitate to contact myself or the school if you have any difficulties whatsoever with this process.

I would also like to take this opportunity to thank you all for helping your children with their transition from primary to secondary school.

With all best wishes,

Yours sincerely,



Miss Hannah Pearch
Head of Year 7



Mrs Emma Watts
Assistant Principal
Head of Middle School

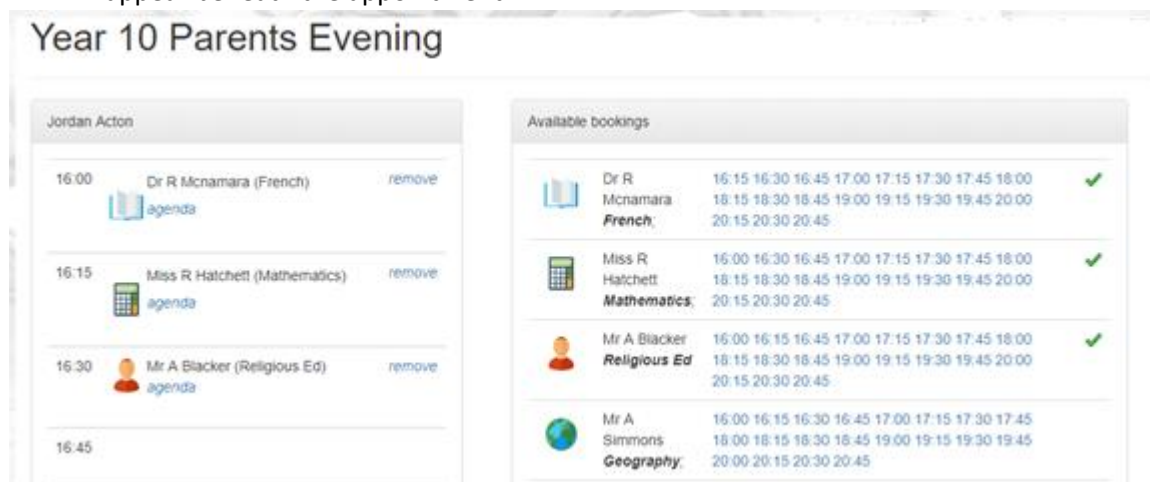
WORK HARD, BE KIND

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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 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 problems the following can be done:

1. You can telephone reception to support.
2. Your child's tutor can book the appointments with your child in school.

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