

# The Sholing Technology College

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Ref: KDR/RPE

January 2018

Dear Parents

## Year 11 Parents' Evening

I am writing to inform you about the upcoming Parents' Evening which will be held on **Wednesday 17<sup>th</sup> January** from **4.30pm to 7.00pm**.

This is an opportunity to meet with your child's subject teachers and to discuss their progress. Should you wish to discuss any special educational needs regarding your child, there will be someone available during the evening.

At The Sholing Technology College, we have an electronic booking system via INSIGHT, our parent portal.

- Please log on to your account using the username and password, then click on the parents' evening tab on the left hand side. The names of your child's teachers will appear with the time slots that they currently have available.
- Click on the time slot to make the booking. Your appointments times will appear on the left. You can print your appointment lists at home by clicking on the printer icon.

The Insight portal will open from midday on **Tuesday 9<sup>th</sup> January**. If you are unable to book electronically, please ring the school office where they will be happy to assist you.

I look forward to seeing as many parents at this event as possible.

Yours sincerely

Mrs Ashley  
Deputy Headteacher