



20<sup>th</sup> April 2017

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WKN / HUG / Rec for Info / File

Dear Parent(s)/Carer(s),

### Year 10 Parents Evening: Online Booking System

All Parents Evening bookings at Toot Hill School are now to be made via the online INSIGHT system. This new system means that your child no longer has to approach all of their teachers for appointments and it eradicates the possibility of lost booking sheets. You will be able to make bookings using the system for the following evenings:

Wednesday 10<sup>th</sup> May for students in the a and b bands

Tuesday 16<sup>th</sup> May for students in the c and d bands

To make bookings using the new system please follow these instructions:

- 1) Log on to INSIGHT (<https://insight.toothillschool.co.uk/>)
- 2) Select the **General** Tab and then select **Parents Evenings**
- 3) You will now arrive at your timetable for the evening. The right-hand side of the page lists the teachers available to meet on the evening along with the times that they are available.
- 4) Simply click on the desired appointment time for a teacher and it will automatically upload to your timetable for the evening.
- 5) Repeat this process until you have appointments for all the subjects listed.
- 6) The appointments are automatically saved when made.
- 7) When you have completed your bookings, press the **Download** button at the top right hand-side of the page to download a pdf file of your appointments.
- 8) You can log out and return to this page at any time within the booking window to amend your bookings.

Occasionally a teacher may have made a booking for you if the class is taken by more than one teacher or the teacher is seeing more than one class on the evening. You will be able to make online bookings from **Wednesday 3<sup>rd</sup> May** until the end of the day before the Parents Evening.

If you are experiencing difficulties with logging in to INSIGHT, please email our IT department at [insight@toothillschool.co.uk](mailto:insight@toothillschool.co.uk) to receive further instructions.

Yours faithfully,

*C. Eardley*

Mr C. Eardley  
Assistant Headteacher

Toot Hill School | The Banks, Bingham, Nottingham NG13 8BL  
Telephone: 01949 875550 | Fax: 01949 875551 | Email: [contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk) | Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)

Executive Head Teacher: **Ashfaq Rahman** BSc (Hons), PGCE, NPQH | Head of School: **Sandra Paley** BSc (Hons), PGCE, MEd