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Headteacher: Mr E Rodriguez MA BSc (Hons)

TDH/LAB

February 2017

Dear Parents

**Year 11 Parents' Evening
Wednesday 15 February 2017, 5.00 – 8.00pm**

You are warmly invited to attend the parents' consultation evening on 15 February where you will be able to meet individual subject staff to discuss your child's progress.

We will be using Insight to allow parents to book appointments with staff on-line. The booking system will be open from **Wednesday 8 February at 12.00 pm until Monday 13 February at 12.00 pm.**

Once you have logged onto Insight via the link on the college website, you will see a menu item on the left of the screen which will launch the consultation booking system. Once complete, you will be able to print your appointment schedule, which will also be emailed to you prior to the consultation evening. Full instructions are available by clicking on the link on the home page of the college website.

If you have any difficulty logging into your account, please email us on contactupdate@oathall.org

Alternatively, you can also request appointments by using the attached form, which, once completed, should be taken by your son or daughter to the college reception. A copy of your appointment schedule will be given to your child the day before the consultation and will also be available for you to collect when you arrive on the evening.

Please note the following points:

- Appointments last 5 minutes
- You are encouraged to make your bookings as soon as you are able. It is possible that some teachers may be fully booked on the evening. If this occurs you may wish to contact the teacher via email or call the college to make alternative arrangements
- Please do not make appointments for any non-examined subjects: Core PE, PD

We very much look forward to welcoming you to the college on 15 February.

Yours sincerely

Mr T Houghton
Deputy Headteacher

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Student name:..... Tutor Group:.....

If you are **not** using Insight, please complete the form below to indicate which teacher you would like to see on 15 February. Enter the names and subjects in order of preference. We will schedule your appointments keeping any waiting time to a minimum, as much as is possible. You are encouraged to return this form as soon as you are able and **by midday on Monday 13 February at the latest**. It is possible that some teachers may be fully booked on the evening. If this occurs, you may wish to contact the teacher via email or call the college to make alternative arrangements.

Preference	Subject	Teacher
1		
2		
3		
4		
5		