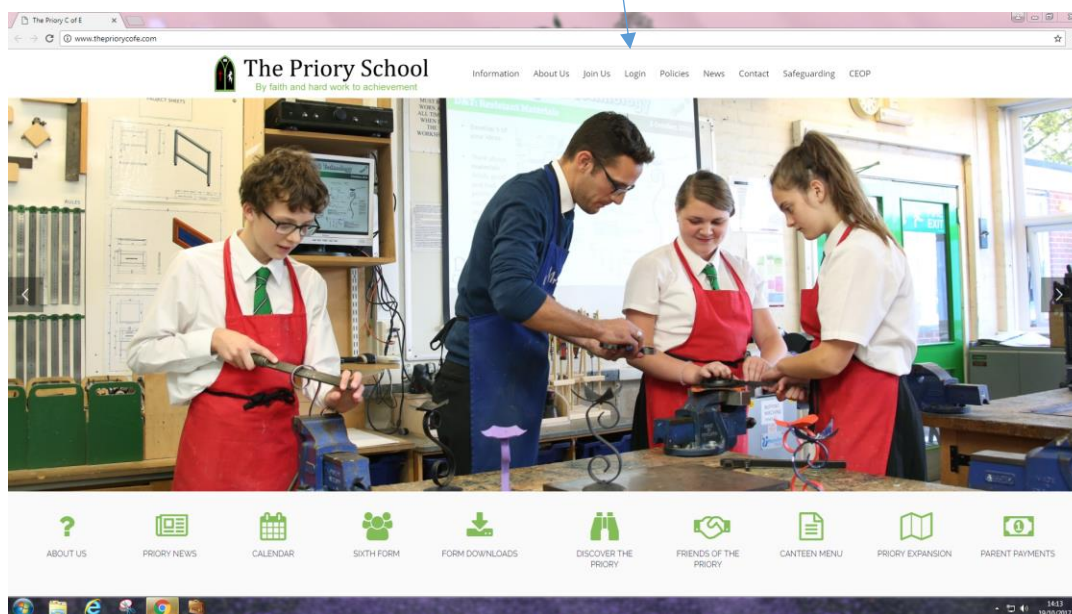


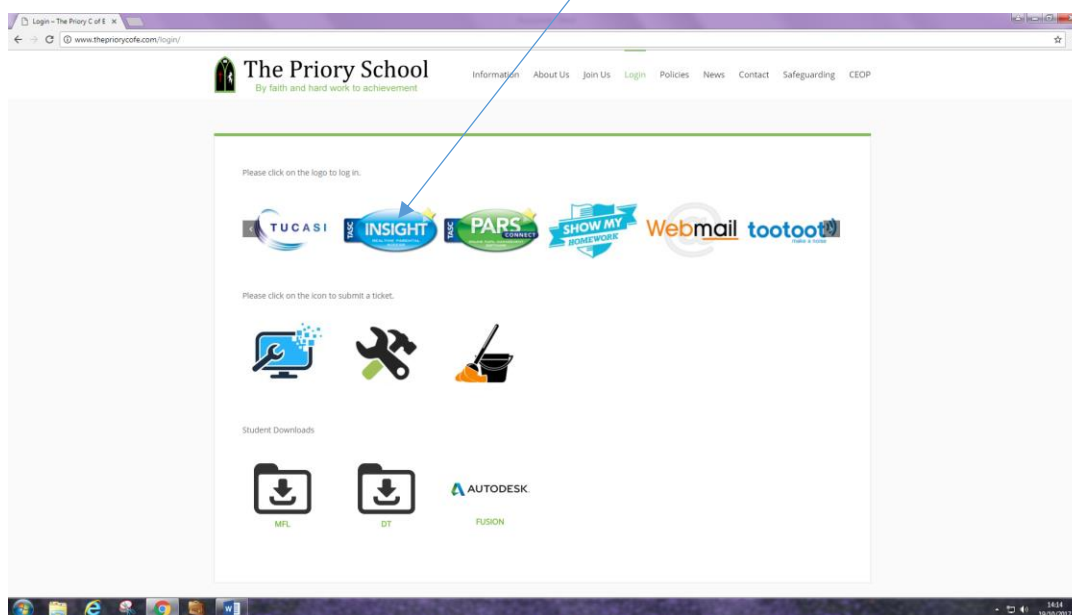
# Parents' guide for booking Appointments

## Step 1: Login

Please go onto the main school website and click the 'login' tab



This will take you to the following screen, please click on 'INSIGHT'



You will then have the log in screen. Enter your User name, which is your email address and your password, which you have been given.

If you have forgotten your password, please click on 'Don't know your password?' below the box and a password will be sent to you.

If you encounter any difficulties accessing Insight please contact Mrs Jayne Weeden via email [simsoffice@priorycofe.com](mailto:simsoffice@priorycofe.com) or call 01306 878797.

## Step 2: Book appointments

If the parents' evening page doesn't open automatically, click the 'general' tab, then 'parents' evening'

A list of staff who teach your child, as well as the form tutor, will appear on the right hand side of the screen; click the time you want to see a member of staff and that time will transfer to the left hand side, your appointment schedule.

Year 11 Parents' Evening 16 November 2017 16:00-19:00

Download

Time	Staff	Subject	16:00	16:05	16:10	16:15	16:20	16:25	16:30	16:35	16:40	16:45	16:50	16:55
16:00	Miss C Smith	Chemistry												
16:05	Miss G Buckland	Registration Tutor												
16:10	Miss J Bailey	History												
16:15	Miss R Richardson	Mathematics												
16:20	Mr G Rudd	Des Tech												
16:25	Mr J Lambert	Physics												
16:30	Mr J Mills	English												
16:35														
16:40														
16:45														
16:50														
16:55														

You can see a total of 12 members of staff, including the form tutor and each appointment is for five minutes. If your child has more than one member of staff teaching the same subject please ask your child who you should see. Please don't book with both of them as they discuss your child's progress before the evening to make sure they have all the information needed.

After you have booked all your appointments use the blue 'Download' button and print your appointments.

This is the end of the booking process. The system saves automatically as you go so you can now log out.

To view or edit appointments log back in and make any changes needed.