



## Year 12 Parents Evening: Online Booking System

Dear Parent / Carer

All Parents Evening bookings at Toot Hill College are now to be made via the online INSIGHT system. This system means that your child does not have to approach all of their teachers for appointments. You will be able to make bookings using the system for the forthcoming Yr 12 Parents Evening taking place on Thursday, 31 January 2019.

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 Friday, 14 January 2019 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

*A Modi*

Mr A. Modi  
Assistant Head Teacher