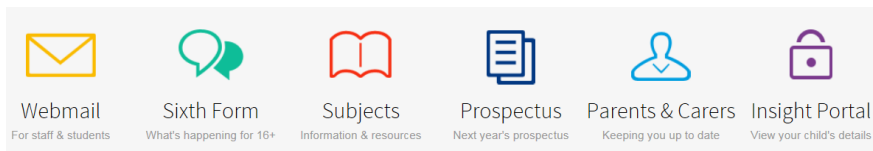


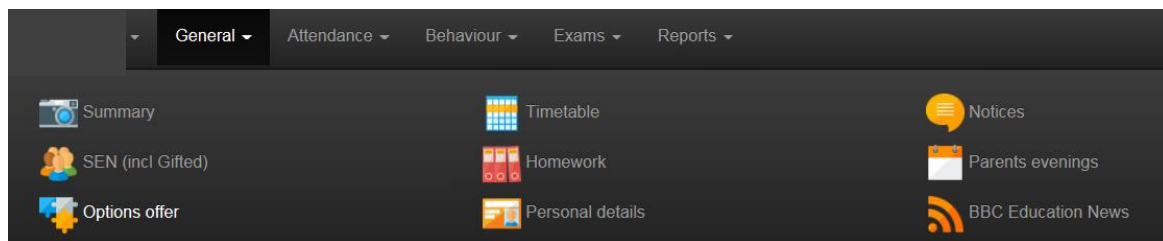
# INSIGHT – Parent Portal

## How to select your ‘Key Stage 4 Study Pathway’

Log into Insight, by following the link on the school website homepage. Please note: Study Pathway choices can only be made using the Parent or Carer’s account – the Options offer will not be visible on the Student’s accounts.



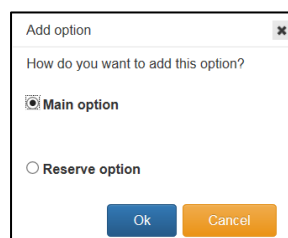
Under the General section, you will see the Options Offer icon.



The list of available subjects will be displayed. Click on the blue icon to the right of each subject you wish to select.

| Available options                                  | Current choices |             |            |
|--|-----------------|-------------|------------|
| Course   | Reserve         | Main Option | Alt Option |
| Art & Design (Fine Art)<br>Art & Des (GCSEF)       |                 |             |            |
| Business BTEC<br>Business Entrepr (AW2)            |                 |             |            |
| Business Studies<br>Bus Studs (GCSEF)              |                 |             |            |
| Computing<br>Computing (GCSEF)                     |                 |             |            |
| Drama<br>Drama (GCSEF)                             |                 |             |            |
| Food and Hospitality<br>Food and Nutrition (GCSEF) |                 |             |            |
| French<br>French (GCSEF)                           |                 |             |            |
| Geography<br>Geography (GCSEF)                     |                 |             |            |

Insight will ask if this is a ‘Main’ option or a ‘Reserve’ option. Please select accordingly. Once four choices have been made you will see that only the ‘Reserve’ option is available.




Once all choices have been made, a summary of your choices will be displayed at the top of the screen. The subject chosen as a reserve will have a green tick.

Please check this is correct. Should you wish to amend any of the choices click on the red cross to remove the subject. This will allow you to make your new choice.

2017-18 KS4 Study Pathway

### Choices summary

| Reserve   | List                      | Main      |
|---|---------------------------|-----------|
|   | 2017-18 KS4 Study Pathway | P.E.      |
|   | 2017-18 KS4 Study Pathway | History   |
|   | 2017-18 KS4 Study Pathway | German    |
|   | 2017-18 KS4 Study Pathway | Computing |
|  | 2017-18 KS4 Study Pathway | Geography |

### Parental approval

None  Approve  Disapprove

Once you and your son/daughter are happy with your choices, please log out in the normal way; INSIGHT will automatically save your choices.

You are able to amend your choices until **Tuesday 31<sup>st</sup> January 2017**. After this date you will no longer have access to the 'Options offer' tab

Once we have received subject choices from all our students, we will be able to determine which subject choices we will be able to offer. We will endeavour to satisfy as many first choices as we possibly can, but there may be situations where we are not able to offer students all their preferred subjects. If this situation arises we will contact you to discuss alternatives. A letter will be sent home during Term 4 with confirmed choices and class allocations.

Should you experience any problems using Insight please contact: [parentportal@wellswayschool.com](mailto:parentportal@wellswayschool.com)