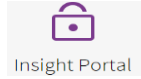


INSIGHT – Parent Portal

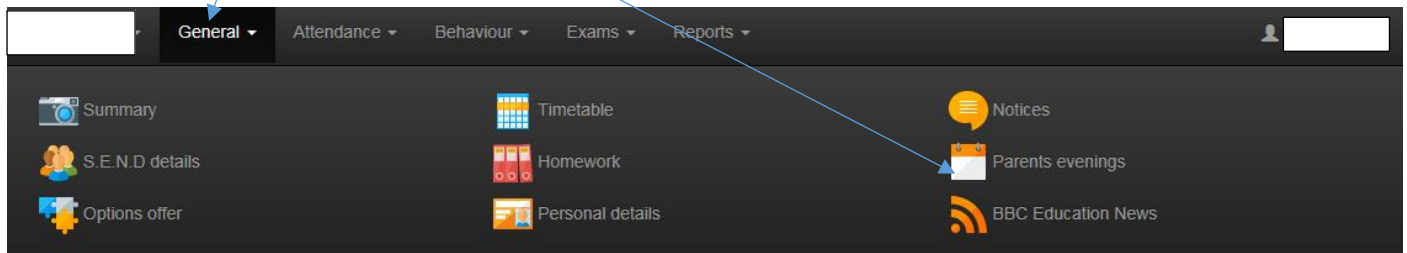
Instructions on 'How to Book' Parent/Carer Evening appointments

Please note all bookings for parents evenings are now managed through Insight Parent Portal ONLY

Reminder of how to access the Portal: Visit school website www.wellswayschool.com and click on the following Insight Portal icon



You must be logged in with a parental account (**not student**) to enable to make or amend bookings. Once logged into Insight click on 'General' and then 'Parents evening'



Users will see a list of the staff they can make bookings with on the right side of the page. The left side of the page shows the bookings that the user has already made. Users can make bookings with staff by clicking on the time slot that they would like to book. Only available slots will be shown, and they are always allocated on a first-come first-serve basis. If a parent already has a booking with a member of staff, a tick will appear next to that staff member's name.

A download button appears at the top right of the page. This can be used to download the list of bookings for the user.

The system automatically generates a 5 min break between each appointment to give you time for your next appointment.

Parent Consultation 23 March 2016 18:00-21:00

Download

Netty Abbey

Time	Staff	Action
18:00	Miss J Young (Physical Ed) agenda	remove
18:10	Miss A Parker (English) agenda	remove
18:20	Mr A Simmons (Geography) agenda	remove
18:30	Miss R Hatchett (Mathematics) agenda	remove
18:40	Miss R Hatchett (Statistics) agenda	remove
18:50		
19:00		

Staff	18:00	18:10	18:20	18:30	18:40	18:50	19:00	19:10	19:20	19:30	19:40	Status
Miss A Parker English												✓
Miss J Young Physical Ed												✓
Miss R Hatchett Statistics; Mathematics												✓
Mr A Simmons Geography												✓
Mr C Hughes Technology												
Mr G Davies Music												
Mr J Brown Religious Ed												
Mr S Dumbell German												
Mrs A Abell Science; Additional Science												
Ms A Little PSE												

PLEASE NOTE ALL ACCESS WILL BE CLOSED TO TEACHING STAFF AND PARENT/CARERS 48 HOURS PRIOR TO THE EVENING