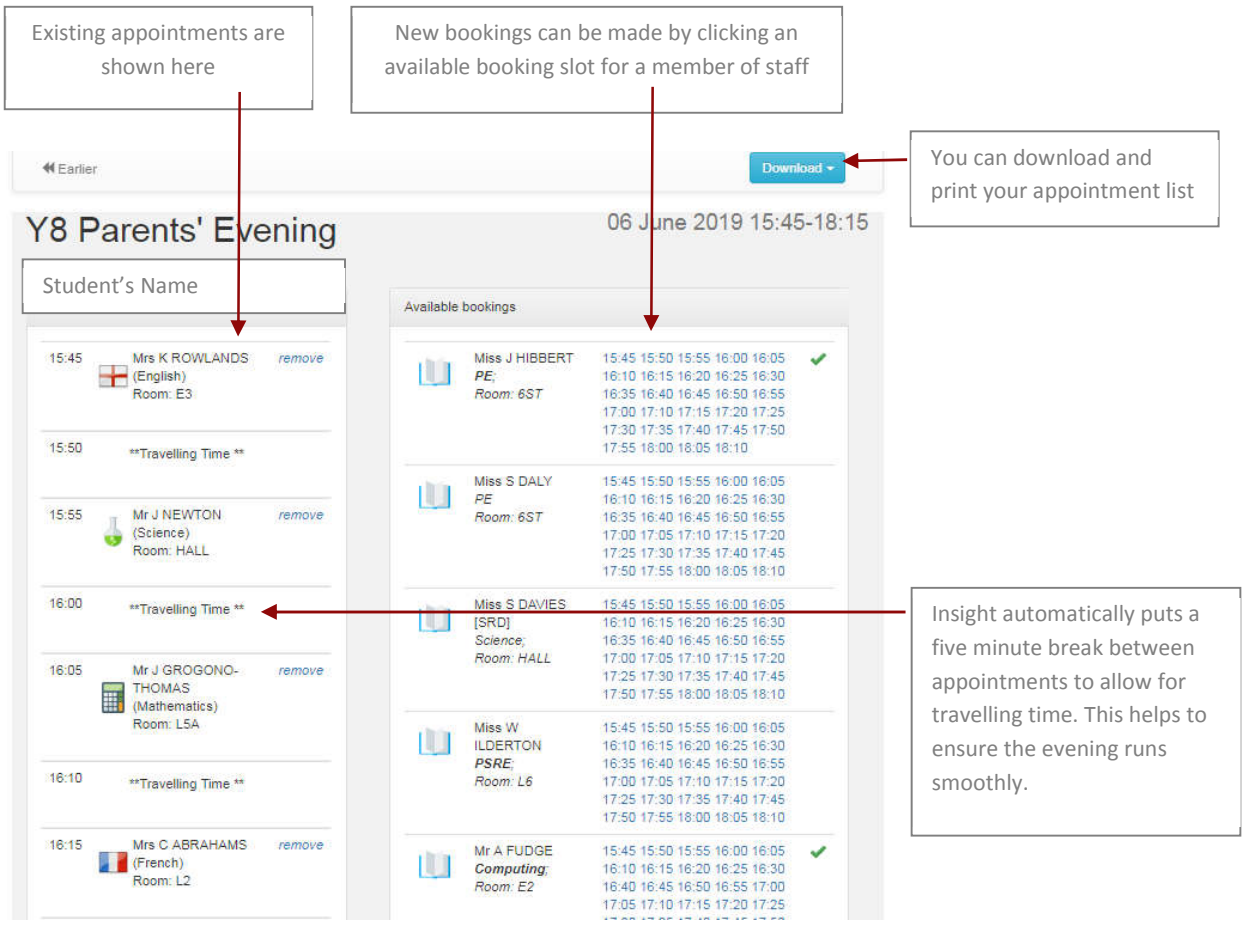
Parents' Evening Booking Process for Parents

You, as the parent, need to make your appointment bookings for parents' evenings using Insight Parent Portal. You will be notified by SMS text message and/or email when bookings are open to parents. To book your appointments:

1. Log in to Insight Parent Portal using YOUR parental account.
   NOTE: If you cannot see the parents' evening in Insight, please check that you are logged in using your parental account rather than your child's account. (Students do not have access to parents' evenings within Insight.)
2. Go to **General > Parents' Evenings** to display the **Parents' Evening** screen.
3. Click in the required appointment slots to make bookings.
4. If you need to change a booking, please ensure that you delete the unwanted booking before or after adding a new booking.
5. To print your appointments list, click on the **Download** button on the **Parents' Evening** screen.
6. Students are also issued with appointment lists for you on the day of the parents' evening. Please ensure you bring these with you on the evening.

NOTE: There may be circumstances where staff have made bookings on your behalf; if this is the case, you may be unable to delete these appointments. If necessary, please contact the school to do this.



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