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Headteacher: Mr E Rodriguez MA BSc (Hons)

January 2019

Dear Parents

Year 11 Parents' Evening
Monday 28 January 2019, 4:30 – 7:30pm

You are warmly invited to attend the parents' consultation evening on 28 January where you will be able to meet individual subject staff to discuss your child's progress.

We will be using Insight to allow parents to book appointments with staff on-line. The booking system will be open from **Thursday 17 January at 12.00 pm until Thursday 24 January at 12.00 pm.**

Once you have logged onto Insight via the link on the college website using your parent login, you will see a menu item on the left of the screen which will launch the consultation booking system. Once complete, you will be able to print your appointment schedule, which will also be emailed to you prior to the consultation evening. Full instructions are available by clicking on the link on the homepage of the college website.

If you have any difficulty logging into your account, please email us on contactupdate@oathall.org

Alternatively, you can also request appointments by using the attached form, which, once completed, should be taken by your son or daughter to the college reception. A copy of your appointment schedule will be given to your child the day before the consultation and will also be available for you to collect when you arrive on the evening.

Please note the following points:

- Appointments last 5 minutes
- You are encouraged to make your bookings as soon as you are able. It is possible that some teachers may be fully booked on the evening. If this occurs you may wish to contact the teacher via email or call the college to make alternative arrangements
- For maths 11b/Ma2 please book with Mrs H Brook
- For English 11b/En2 please book with Miss P Sullivan
- The science faculty has requested that you book with one science teacher who will be equipped with information for all of the science subjects

We very much look forward to welcoming you to the college on 28 January.

Yours sincerely

Miss L Gyngell
Assistant Headteacher

