



# George Spencer Academy

Principal: Andrew Field  
11-18 School. Number on Roll: 1430

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## Parents Evening – Thursday 6<sup>th</sup> December (16:30 - 19:00) Mathematics block – parking lower site.

27/11/18

Dear Parent/Guardian/Carer,

I am writing to inform you that INSIGHT is now live for you to make your appointments for Parents Evening. Please log into your accounts and access the appointment booking system (instructions below for those who need assistance). Each **five minute** appointment is an opportunity to assess progress to this stage and look at strategies moving into 2019 and the final preparations for the summer examinations. Many subjects will also be providing feedback on the most recent set of examinations as part of these appointments.

### **Instructions:**

Log into the appropriate account

Click on the '**General**' tab along the menus at the top

Click on '**Parents Evening**' to generate the appointment time slots and staff availability

Click on the **appropriate time slot for each member of staff** to add them to your appointment sheet

Click on the blue 'Download' button (top right) to save/open/print your appointment sheet

**N.B.** If you encounter any issues please contact myself ([pburrows@george-spencer.notts.sch.uk](mailto:pburrows@george-spencer.notts.sch.uk)), Mrs Hellinger ([lhellinger@george-spencer.notts.sch.uk](mailto:lhellinger@george-spencer.notts.sch.uk)) or Mr Lambert-Hurley ([jlamberthurley@george-spencer.notts.sch.uk](mailto:jlamberthurley@george-spencer.notts.sch.uk)) in order to resolve the issue.

To maximise your time with each member of staff, consider questions that you might have to help you support/guide/stretch your son or daughter as part of our work together. Here are some examples of effective working between school and home.

*Knowledge & skills required for this subject*

*Links to real life – potential family visits to reaffirm/support learning*

*Examination structure, timings, techniques*

*Equipment specific to the subject*

*Support materials – revision guides, websites, google class rooms, period 6 sessions etc...*

**We are fully aware that these events can leave you wanting to ask further questions. To be fair to all parents (and staff) please can we keep to time with appointments in order for the event to run smoothly.** Feel free to leave us with details so that further conversations can be arranged at a convenient time. Also available on the night will be the Futures careers advisor (*limited availability*) and hopefully a representative from the National Citizens Service (further details to follow).

If you have any questions or queries with regards to this event please do not hesitate to get in touch. We look forward to seeing you next week to strengthen our work together to support your son/daughter.

Yours sincerely

Paul Burrows  
Director of Learning

Leanne Hellinger  
Pastoral Support Assistant

Josh Lambert-Hurley  
Pastoral Support Assistant