



George Spencer Academy

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

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Year 9 P Half Parents' Evening – Thursday 31ST January (16:30 - 19:00)
9ZT, 9RHI, 9CK, 9MFB, 9HT
Mathematics block – parking lower site.

14th January 2019

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 to discuss GCSE subject options.

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 (lrichardson@george-spencer.notts.sch.uk), Ms P Akhtar(pakhtar@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 and guide your son or daughter as part of our work together. Things to consider:

What is his / her current progress?

Links to real life – career prospects.

Suitability to take this subject next year.

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.

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 to strengthen our commitment to work together to support your son/daughter.

Yours sincerely

Lee Richardson

Director of Learning

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Parents' Evening for Year 9 P half 31st January 2019

Please return to the Learning Manager by Friday 25th January 2019

Student name:..... Form:.....

*I/We *shall/shall not be attending the Year 9 Progress Evening