

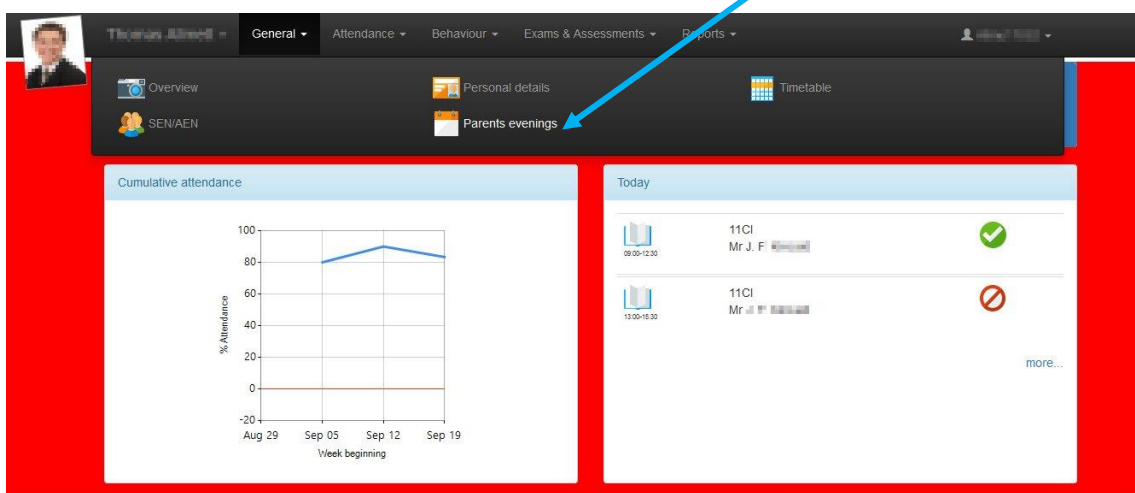
Booking appointments for MGS parents Evenings

Dear Parent/Carer

As hopefully you are aware, you have access to your child's information via our Parent's Portal Insight. Access is via a username and password combination we issue, following completion of a short application form (available via the school website).

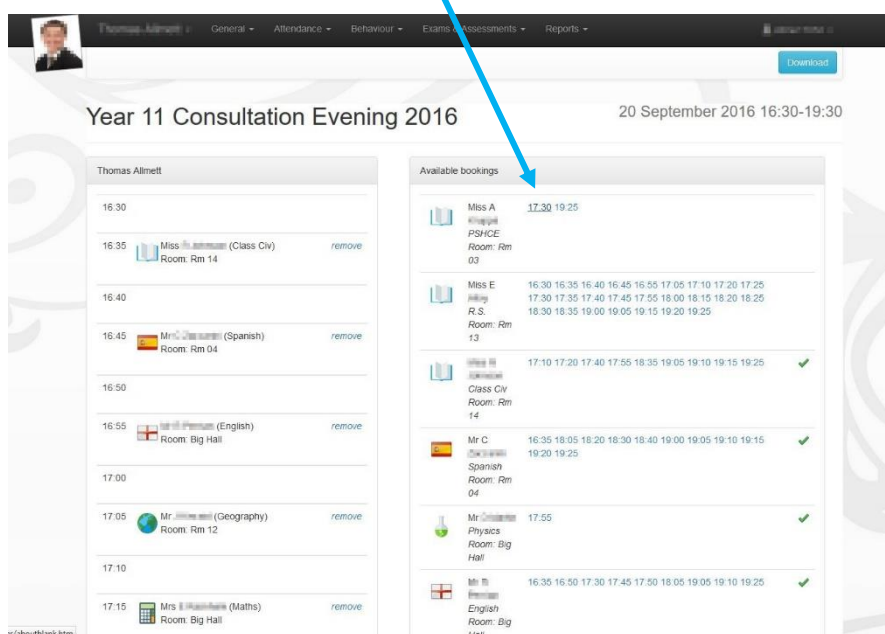
For some time the school has been using the Portal to enable parents to book their own appointments online at our Parents Evenings. To complete this you must be previously registered to login. The portal is extremely easy to use and makes booking an appointment with your child's subject teachers a lot easier, Appointments are for five minutes and you will not be able to book consecutive slots with the same teacher.

To book an appointment, follow the link from the parents' menu of the school website (just Google MGS) Login with your allocated details (if you have forgotten these please use the forgotten password facility) you will be able to access the booking screen by clicking on Parents Evening, on the general page.



The screenshot shows the Insight Parents Portal interface. At the top, there is a navigation bar with tabs for 'General', 'Attendance', 'Behaviour', 'Exams & Assessments', and 'Reports'. Below this, there are icons for 'Overview', 'Personal details', 'Parents evenings', and 'Timetable'. The 'Parents evenings' icon is highlighted with a blue arrow. The main content area is divided into two sections: 'Cumulative attendance' with a line graph showing attendance percentages from August 29 to September 19, and 'Today' with a list of current appointments for '11CI' including 'Mr J. F.' and 'Mr J. F.' with status indicators (green checkmark and red X).

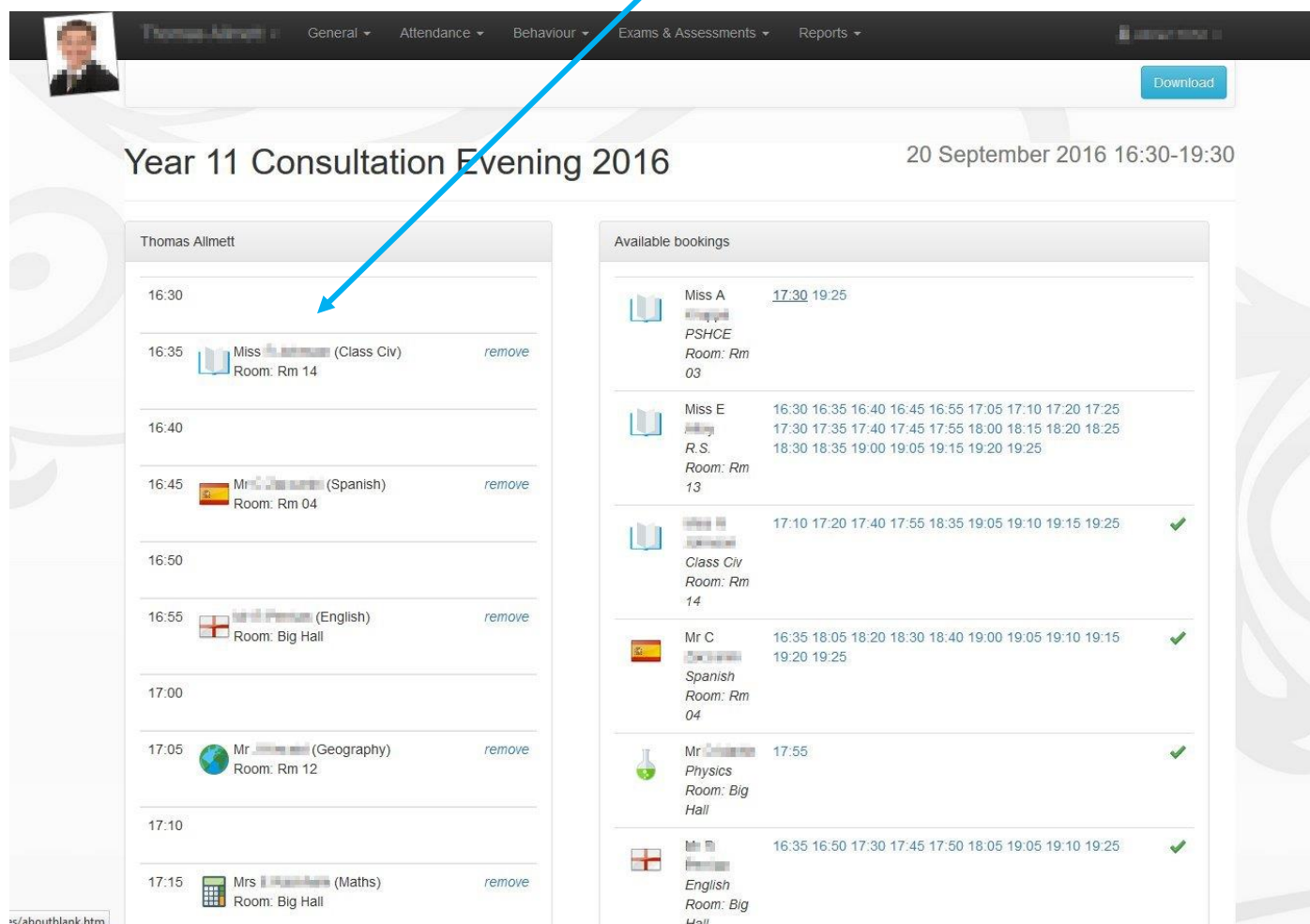
To book an appointment, simply click on the time next to the name of the teacher you wish to see.



The screenshot shows the 'Year 11 Consultation Evening 2016' booking page for '20 September 2016 16:30-19:30'. The page is divided into two main sections: 'Thomas Almett' and 'Available bookings'. The 'Thomas Almett' section lists various subjects and teachers with their respective rooms and times. The 'Available bookings' section lists specific time slots and teachers. A blue arrow points to the '17:30' time slot next to 'Miss A' in the 'Available bookings' section.

Teacher	Subject	Room	Time	Status
Miss A	PSHCE	Rm 03	17:30-19:25	Available
Miss E	R.S.	Rm 13	16:30-19:25	Booked
Miss B	Class Civ	Rm 14	17:10-19:25	Booked
Mr C	Spanish	Rm 04	16:35-19:25	Booked
Mr D	Physics	Big Hall	17:55	Booked
Mr E	English	Big Hall	16:35-19:25	Booked

The teachers name will appear in the left hand appointments list.



Thomas Allmett

General Attendance Behaviour Exams & Assessments Reports

Download

Year 11 Consultation Evening 2016

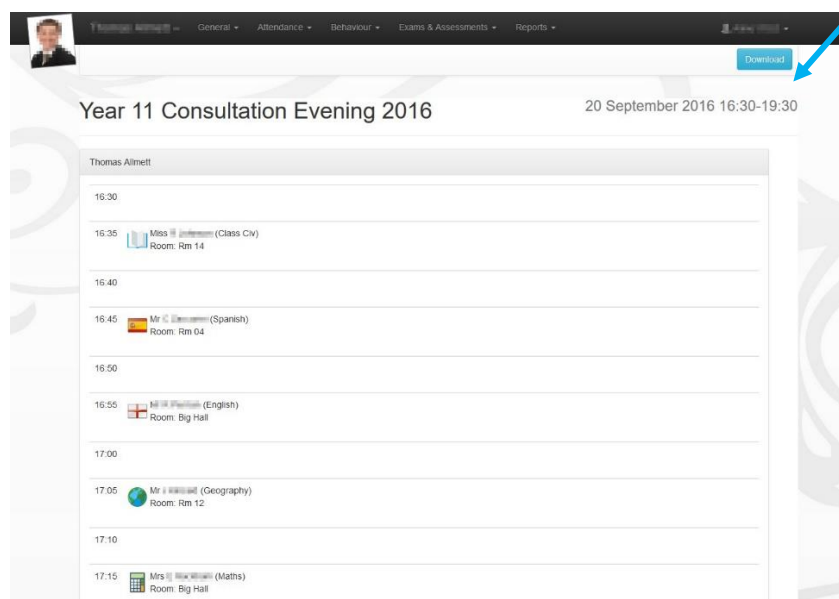
20 September 2016 16:30-19:30

Time	Teacher	Subject	Room	Action
16:30				
16:35	Miss [redacted]	(Class Civ)	Rm 14	remove
16:40				
16:45	Mr [redacted]	(Spanish)	Rm 04	remove
16:50				
16:55	Mr [redacted]	(English)	Room: Big Hall	remove
17:00				
17:05	Mr [redacted]	(Geography)	Rm 12	remove
17:10				
17:15	Mrs [redacted]	(Maths)	Room: Big Hall	remove

Time	Teacher	Subject	Room	Status
17:30	Miss A	PSHCE	Rm 03	
16:30	Miss E	R.S.	Rm 13	
17:10	[redacted]	Class Civ	Rm 14	✓
16:35	Mr C	Spanish	Rm 04	✓
17:55	Mr [redacted]	Physics	Big Hall	✓
16:35	[redacted]	English	Big Hall	✓

Once the booking window closes, the appointments are no longer changeable.

To print your appointments, click on the download button and you will be able to download a PDF file with your evening's schedule.



Thomas Allmett

General Attendance Behaviour Exams & Assessments Reports

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Year 11 Consultation Evening 2016

20 September 2016 16:30-19:30

Time	Teacher	Subject	Room
16:30			
16:35	Miss [redacted]	(Class Civ)	Rm 14
16:40			
16:45	Mr [redacted]	(Spanish)	Rm 04
16:50			
16:55	Mr [redacted]	(English)	Room: Big Hall
17:00			
17:05	Mr [redacted]	(Geography)	Rm 12
17:10			
17:15	Mrs [redacted]	(Maths)	Room: Big Hall

That's it, all done! If you have any questions, or cannot get online for technical reasons, please contact the school. If you have no internet access, please contact Mrs Sime who can book appointments on your behalf.