

9th February 2021

Dear Parents/Carers

Re: Year 11 Parents' Evening – Tuesday 23rd February 2021 (2:45-6:45)

Our Parents' Evening on Tuesday 23rd February (2:45-6:45) has been designed to enable Year 11 parents/carers to meet their child's teachers to establish how well they have been performing in the year to date at The Orme Academy and to answer any outstanding questions.

Unfortunately, during these difficult times a face to face session is not possible. However, we would still like to see parents/carers and to host as normal a parents evening as possible. With that in mind we have worked diligently to facilitate a virtual meeting experience.

We will be inviting all parents/carers to online Microsoft Teams meetings with your child's teachers where we will be able to discuss your child's performance in detail.

In order to engage in this process, we require parents/carers to access Microsoft Teams online, or alternatively install the app to their device. Once meeting times are arranged, we will send you a link to join the meeting. A link to some guidance on how to use Microsoft Teams is attached at the end of this letter. If access to Microsoft Teams is an issue for you, then the meeting could be held via the telephone, depending on your needs.

Bookings for these meetings can be made via Insight, and slots will become available from today. At the end of this letter you will find instructions of how to do this. I would like to thank you in advance for your support with this initiative and the staff here at The Orme Academy look forward to meeting you on the 23rd February.

Yours sincerely



Mr N Charlesworth
Head of Year 11



<https://support.microsoft.com/en-us/office/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67>

Insight will allow Parents or Guardians to, through the Internet, log in and look at live data about their child or children.



Parents or guardians are able to view data such as attendance (registration and lessons), behaviour (positive and negative) and homework assigned showing due date.

Timetables show which lessons are timetabled for the week and who the teacher is for each lesson. All current and past reports are available at the click of a button - you can also book Parents Evening appointments.

If you have not yet received your login details, please contact Student Reception on 01782 742900.

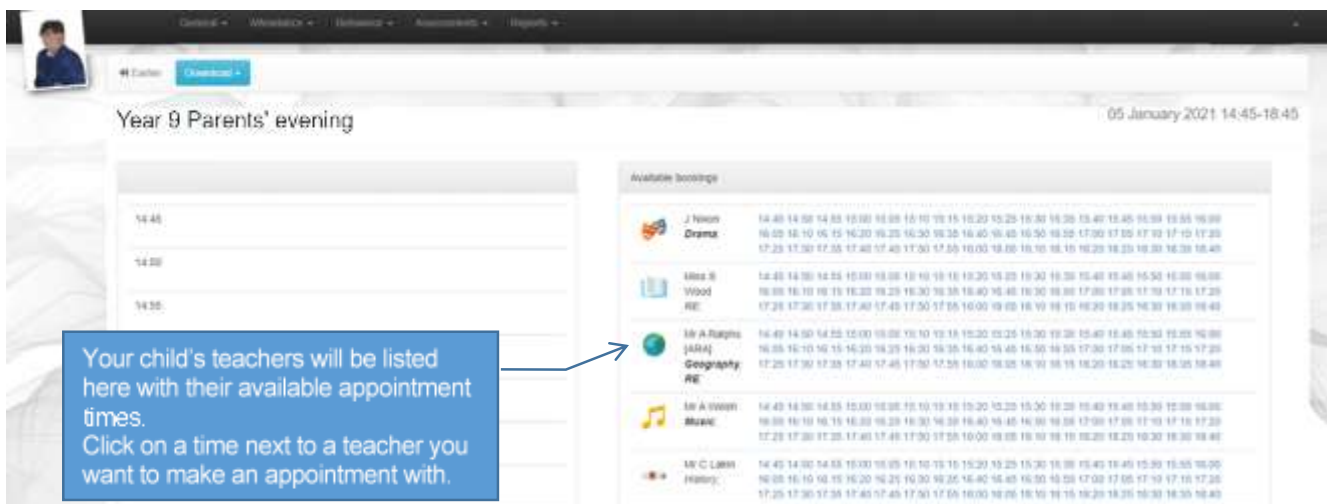
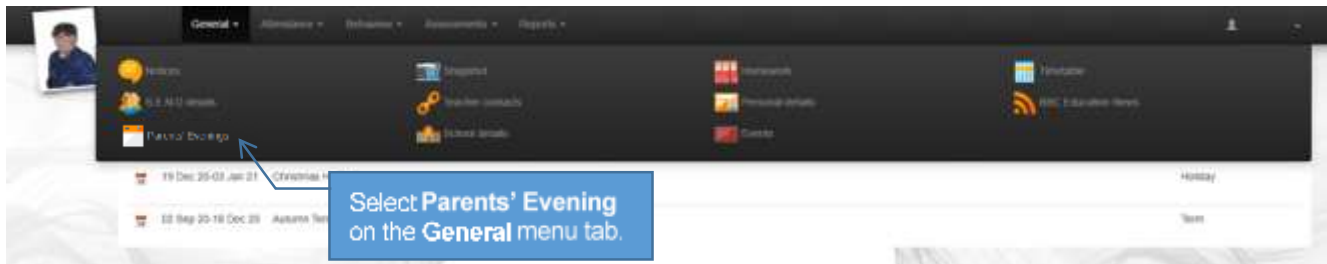
The Insight feature is available directly from the school website, alternatively please download the Insight app from your appropriate App store.



Booking Appointments in Insight

Parent/Carer guide to booking Parents Evening Appointments

To book an appointment online for Parent's Evenings you need to log in to your Insight Account. A link to Insight can be found here: [The Orme Academy Insight](#)



When a student has lessons with a teacher in more than one subject you will have the option of specifying a subject.

