



18th January 2018

Dear Parents/ Carers

Year 7 Parents Evening - Thursday 1st February 2018

The Parents' Evening for Year 7 will take place on Thursday 1st February 2018 between 4.30pm and 7.00pm. This is your opportunity to come to the school to discuss your son or daughter's progress with their subject teachers.

The purpose of the evening is to discuss progress in subject areas with particular reference to the most recent progress check sent home before Christmas. Before you come to the evening, please make sure you:

- Go through your son/ daughter's books/ work/ folders/ exam papers in advance, being aware of the comments made by their teachers.
- Be aware of the progress information and the performance levels your son/ daughter is currently obtaining.

This year once again we are using an online booking system to make appointments for Parents' Evening. Bookings will be made via Parent Portal which you can access via the Parent Zone on the school's homepage. We are sending emails to all of the contacts who haven't accessed the Parent Portal yet, advising them of their log in details. Please check your 'spam' folder if you don't see the email in your inbox.

If you are unable to access the Parent Portal because you haven't received, or have forgotten, your log in details then please email the school at portal@vynersschool.org.uk from your primary contact email address stating the name and tutor group of your child and your full name. We will then reply with the appropriate information.

Online booking will be open from **8am Thursday 25th January** and **will close at 11am Thursday 1st February**, so please log in to the portal during this time to make your bookings. **Booking of appointments will be on a first come first served basis.**

Please note the new secure URL for accessing the Parent Portal is <https://insight.vyners.hillingdon.sch.uk/>. The link on the school website in the Parent Zone has been updated with this address.

We are also in the process of checking the validity and accuracy of all data held in our system for both parents and students. With this in mind, I would ask that when you login, please take the opportunity to review the information on the personal details page and make amendments as necessary. Any information in blue text can be amended, if you click on the

Vyners School
Warren Road, Ickenham,
Uxbridge, UB10 8AB
Tel **01895 234342**
Fax **01895 237955**

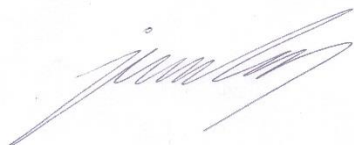
office@vynersschool.org.uk
www.vynersschool.org.uk

Mr James Heale BA (Hons) NPGH
Headteacher

text. From Monday 15th January until the end of this term, this personal details page will be the first page you see when logging into the Parent Portal.

Please find full booking instructions below.

Yours Sincerely,



Mr J Maheady
Year 7 Leader

Parent/ carer User guide for Parent Portal Parents' Evening Bookings

1. The Parent Portal can be accessed from the link in the Parent Zone on the school website, or directly from URL <https://insight.vyners.hillingdon.sch.uk> Login with your Parent Portal username and password. If you are unsure of your login details, please email portal@vynersschool.org.uk stating the name and tutorial of your student.
2. At the top of the screen, select 'General' then click on 'Parents Evenings'. A screen will be displayed showing your student's schedule for the evening on the left and the available slots for each of your student's teachers on the right.
3. Click on the time you would like for an appointment with each of your student's teachers. The name of the teacher will then be placed in that time slot on the schedule on the left hand side of the screen. The times you have chosen will then no longer be available for selection by other parents.
4. Please note that some teachers may have no available slots. This is because either:
 1. The subject is taught by more than one teacher but only one will be bookable.
 2. All available appointments have been booked. In this case please contact the school to make alternative arrangements.
5. If you wish to change a time, click on the 'remove' button on the schedule, and select a different time.
6. If you wish to print your schedule, click on the download icon at the top right of the screen. Your schedule will be downloaded as a pdf, which you can then print.

Please note that this application has been tested with Internet Explorer, Firefox, Safari and Google Chrome. If you experience any problems with Internet Explorer please use an alternative browser.