

28 February 2020

Dear Parents / Carers

Subject Year 9 Parents Evening – Thursday 12 March 2020

The Parents' Evening for Year 9 will take place on Thursday 12 March 2020 between 4.30pm-7.00pm. This is your opportunity to come to the school to discuss your son/daughter's progress with their subject teachers.

The purpose of the evening is to discuss progress in subject areas with particular reference to the upcoming GCSE options process and spring progress check. 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.

Lynette Webb, EBSI Careers Advisor will be available for bookings between 4:30pm – 6:30pm. Ms Kendall (SENCO) will also be available for walk-in appointments in her office should your child have Additional Educational Needs that you wish to discuss with her.

Bookings are 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 login 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 7.45am on Thursday 5 March and will close at 11am Thursday 12 March 2020, so please log in to the Portal during this time to make your booking. **Booking of appointments will be on a first come first served basis.**

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 log in, 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 text. This personal details page will be the first page you see when logging into the Parent Portal.

Vyners School

Warren Road, Ickenham,
Middlesex, UB10 8AB
Tel **01895 234342**
Fax **01895 237955**

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

Mr Gary Mullings BA (Hons)
Headteacher

Please note there are a number of teachers who have more than one GCSE class. This may mean that you are unable to get an appointment on the evening. If this is the case please get in contact with that teacher via email.

Please find full booking instructions below.

Yours sincerely



Mr T Abbasi
Year 9 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.vynersschool.org.uk/insight> .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. Please note that this will be blank until the official booking opening time.
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:
 - The subject is taught by more than one teacher but only one will be bookable.
 - 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.