

May 2017

Dear Parents/Carers

**Re: Year 7 Subject Evening**

The aim of our assessment system is to involve your child as much as possible in individual progress reports and assessments.

This term we would like to invite you and your child to a meeting with your child's subject teachers on **Thursday, 25th May 2017**.

Parent's evening bookings will be available through Insight from 3.30pm on the 10<sup>th</sup> May 2017 until 2.30pm on the 22<sup>nd</sup> May 2017. Please ensure you can login to this school/home communication system prior to this date. Please follow this link and click on 'Parent Insight'. <http://wgswitney.org.uk/portals> Your user name is usually your email address. If you experience any problems logging into insight please contact us via [office@wgswitney.org.uk](mailto:office@wgswitney.org.uk).

We will publish via email a User Guide on how to book appointments on 10<sup>th</sup> May 2017 when booking appointments functionality will be available. You will also be able to access this User Guide from our Weekly Newsletter and from the letters sent home section of the website.

Yours faithfully



**Head of Year 7**

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