



24 January 2019

Dear Parents and Carers

**Re: Year 13 Parent Teacher Consultation Evening**

I am writing to invite you to the Year 13 Parent Teacher Consultation Evening on Thursday 7 February 2019 from 4.00pm to 6.30pm in the south hall and nearby classrooms. On arrival please sign in at the desk in reception.

Parents and carers will be able to book their appointments online through the Insight system (which is where you view your child's report and attendance) from Friday 25 January at 2.30pm. Full details with screen shots of how to use this system and book the appointments are attached as a guide. The online booking system can be used with three different web browsers: Mozilla Firefox, Internet Explorer and Google Chrome.

If you have forgotten your username, access details or are having problems accessing the site, please email the IT department directly at: [itsupport@st-martins.essex.sch.uk](mailto:itsupport@st-martins.essex.sch.uk)

Please may I take this opportunity to remind both parents and students that where a student has two members of staff for one subject, the teachers will advise students which member of staff to book as it will not be possible to see both members of staff.

This consultation evening is primarily aimed at progress to date and targets for future improvement and is intended for parents and students to attend together. Students are expected to help their parents to find the various meeting rooms. They will also hear exactly what the teacher is saying to their parents, which will avoid any misunderstandings. It is clearly a vital time and the impact of this evening could benefit your son or daughter substantially.

We look forward to seeing you on Thursday 7 February.

Yours sincerely

Mrs S Howells  
**Assistant Headteacher, Head of Sixth Form**