



15 May 2018

Dear Parents and Carers

**Re: Year 7 Parent Teacher Consultation Evening, 17 May 2018**

We have been experiencing difficulties with the booking system on Insight and it is with regret that I have to inform you that all appointments that have been made have been wiped. We have been trying desperately to retrieve them but have not been successful in doing so. We can only apologise for this inconvenience but hope you understand that this is a technical issue which was out of our control.

In the interests of fairness, the best solution is for the appointment schedule to reopen tomorrow at 8 a.m. which will give everybody an opportunity to have read this message. The schedule will close on Thursday 17 May at 3.15 p.m.

If you have any issues logging in or accessing Insight please contact [itsupport@st-martins.essex.sch.uk](mailto:itsupport@st-martins.essex.sch.uk)

Yours sincerely

Mr D N Goddard  
**Deputy Headteacher**