



03 March 2020

Dear Parent/Carer

This week your son/daughter's latest report will be released and following this we would like to invite you and your son/daughter to our Year 11 Achievement Evening to be held on Thursday 26th March 2020. The event will begin at 3.15pm, end at 7.00pm and will be an opportunity to discuss the progress of your child with their individual subject teachers. Please note that on this day school will end for students at 2.05pm as previously communicated.

Please note that this particular Achievement Evening has a slightly different format to those previous. There will be a small break midway through the evening where, at 5.30pm, all appointments will be suspended and you will be asked to go to our Theatre where there will be a short presentation regarding exam revision. This will include specific activities and resources students can use and you will be provided with information that you can use to help further support your child's revision at home. Following this presentation, appointments will then resume from 6.00pm.

To book appointments you will utilise our parent portal Insight and enclosed with this letter is an instruction guide to using Insight to book appointments.

Each appointment is 5 minutes long. On Insight you will find a map of the evening to help you understand where staff are placed to enable you to book appointments with staff who are next to each other to increase the speed at which you can move around the school.

Please note appointment times are strictly set on a first-come-first-served basis so we encourage you to book appointments early to avoid disappointment. **The booking process is currently open and will close on Thursday 19th March at 1.00pm.** If you have not booked appointments by this date but wish to attend Achievement Evening please contact us.

If you have any questions regarding this event in general please contact myself or Mr Athey (aathey@newarkacademy.co.uk), or if you are struggling to access Insight please contact Gail Rogan (grogan@newarkacademy.co.uk).

We hope you find this process easy to use and would welcome your feedback on the Achievement Evening itself to see how we can improve this moving forward.

Yours sincerely

Steve Brown
School Leader
Newark Academy