

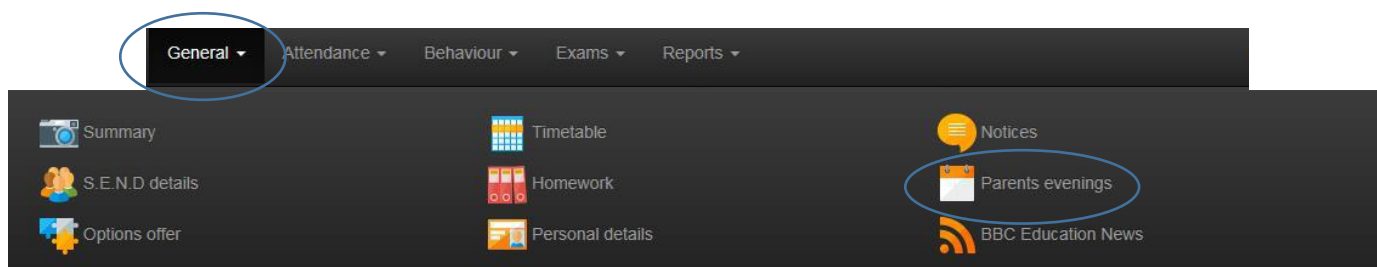
INSIGHT – Parent Portal

Instructions on 'How to Book' Parent/Carer Evening appointments

Please note all bookings for parents evenings are now managed through Insight Parent Portal ONLY

Reminder of how to access the Portal: Visit school website www.sbllearning.org.uk and click on the **Insight** link (top right of the SBL Academy home page)

You must be logged in with a parental account (**not student**) to enable to make or amend bookings. Once logged into Insight click on 'General' and then 'Parents evening'



Users will see a list of the staff they can make bookings with on the right side of the page. The left side of the page shows the bookings that the user has already made. Users can make bookings with staff by clicking on the time slot that they would like to book. Only available slots will be shown, and they are always allocated on a first-come first-serve basis. If a parent already has a booking with a member of staff, a tick will appear next to that staff member's name.

A download button appears at the top right of the page. This can be used to download the list of bookings for the user and to access a copy of this instruction sheet for future reference.

