



Ralph Allen School

Respect • Teamwork • Personal Best

Instructions – How to book a Parents' Evening Appointment

Log in to Insight via the school website

 Quick Links ▾

(You must be logging into Insight using your **Parent Login**)

Once logged in, go to the **General** drop-down menu and choose **Parents' Evening** (This may be visible to you, but you will not be able to make bookings until the bookings have gone live).

You will see a list of available staff on the right of the page and a list of your own bookings on the left. A list of available appointments will appear next to each staff member's name. Click on an appointment to reserve it. A green tick will appear next to each staff member that you have an appointment with.

If a booking has been made by a staff member on your behalf, a **Confirm this booking?** Option will appear beneath the appointment.

You can download a list of your appointments by clicking the **Download** button at the top right of the page and selecting **Bookings**.

If you do not have access to Insight, please contact the Data Office on the following email datateam@ralphallenschool.com

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