

# The Stonehenge School Insight Parents Evening Booking Guidance

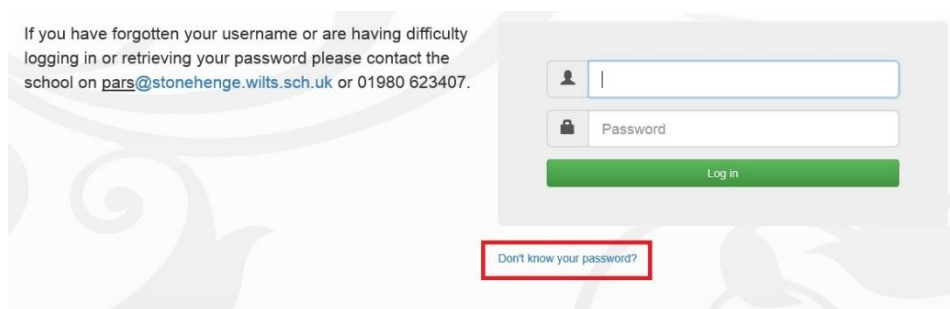


1. Go to the Insight homepage on the school website. The link can be found in Our School | Parents Information.

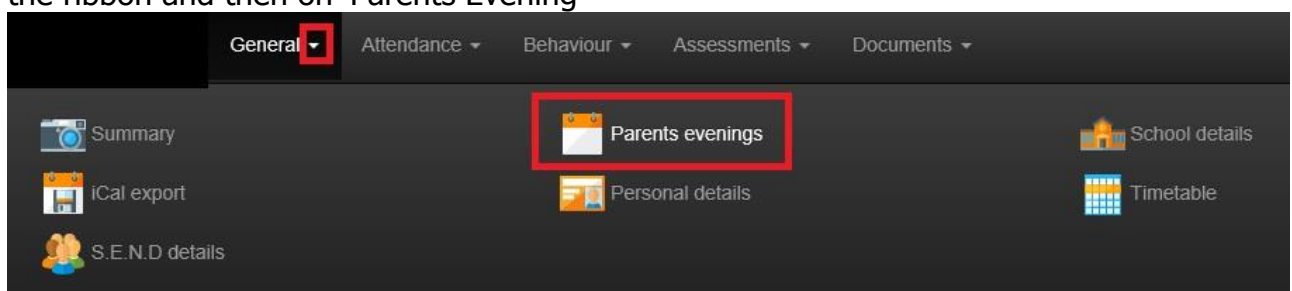
The address is <https://insight.stonehenge.wilts.sch.uk/insight>.

2. Enter your username and password. These will have been sent to you previously. If you have forgotten your password you can retrieve it by clicking on "Don't know your password?". Then enter your username or email address into the 'Forgotten your password?' field. You will then be sent an email or text with your password on.

If you have forgotten your username please contact the school on 01980 423607 or [pars@stonehenge.wilts.sch.uk](mailto:pars@stonehenge.wilts.sch.uk)



3. You will then see the Home Page. Click on the drop down arrow next to 'General' in the ribbon and then on 'Parents Evening'



4. You will then go into the Parents Evening screen where you can begin to make bookings. Your child's teachers together with their available timeslots are shown on the 'Available Bookings' panel. If your child has a teacher for more than subject both subjects are shown next to the teacher and you should make one appointment.

