



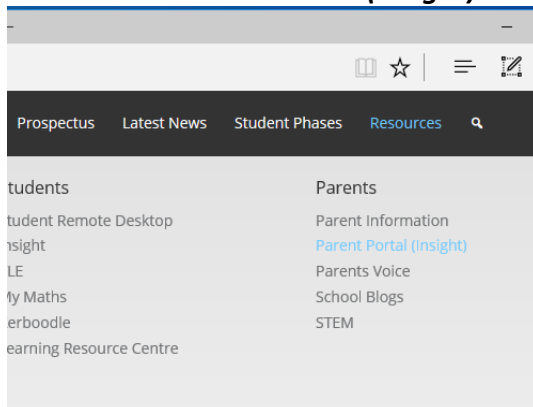
17<sup>th</sup> November 2017

To Parents of Pupils in Foundation Stage

### Foundation Stage Nativity : Guidance for using the online booking system.

**You will be able to book your tickets from midday on Monday 20<sup>th</sup> November**

1. Log on to the **school home page**.
2. Locate the **Parent Portal (Insight)** at the top under **Resources**.



3. Use your insight log on details, if you have forgotten your password, please request a new one by clicking, **“Don’t know your password”**.

[Don't know your password?](#)

4. Click on the menu **Events**, then **Events** on the drop down menu.



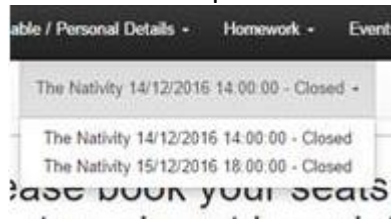
**Secondary:** 01604 669200 **Primary:** 01604 669210 **Website:** [www.ccs.northants.sch.uk](http://www.ccs.northants.sch.uk)

**Principal:** David James **Vice Principals:** Katherine Patterson, Gary Wakefield

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**The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP**

5. The events that your child is involved in and that you have access to book tickets for will appear. Click on the drop down menu to view all.



6. Available seats are in light grey. You have a maximum of 4 tickets per family. Click on the seats you would like to book and in doing so a figure will appear in the selected seat. Print your tickets ready to bring with you to the performance. If you are informed that spare tickets are available, you will not be able to book any more than four online; you will need to contact Primary reception and Mrs Green can book the tickets for you.

*Front*

