



KING JAMES'S SCHOOL

KNARESBOROUGH

November 2017

Dear Parent/Carer

YEAR 13 PARENTS' EVENING – TUESDAY 28TH NOVEMBER 2017

I would like to invite you to attend Year 13 Parent's Evening on **Tuesday 28th November 2017**. All Year 13 students should attend with their parents.

The evening will run from 4.30pm - 7.30pm and will provide the opportunity for a three-way discussion regarding progress with subject teachers. Should you have any concerns relating to Special Educational Needs, please contact Mr White to make an arrangement prior to the Parents' Evening. For those students and parents who require an interview with Mrs Hazelton, Careers Co-Ordinator, please make an appointment with Mrs Dobson in the Sixth Form Office, direct line 01423 798704. I will also be available at the front of school on a drop in basis to address any general issues.

Students are not expected to wear their school uniform; however they are expected to dress appropriately for such a meeting. The evening will take place in S1 and surrounding rooms so please use the main entrance at the front of school and sign in on arrival. On these occasions, parking at school in the evening can be quite difficult, so it may be easier to use the large car park at York Place.

Online Parents' Evening Booking System



The school uses an online appointment booking system; this can be accessed via a link from the school website (www.king-james.co.uk) or by browsing directly to <https://kingjameschool.parentseveningsystem.co.uk/>.

The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system is open for you to make appointments for the Year 13 Parents' Evening anytime from 12 noon on **Monday 13th November until 12 noon on Monday 27th November 2017**. After this date should you wish to make any amendments to your appointment, please telephone Mrs Navier in the Admin Office on 01423 866061; this should also be your contact point if you encounter any problems in using the appointment system or are unable to make an appointment with a teacher you wanted to meet.

Yours faithfully

John O'Hara
Director of Sixth Form