



KING JAMES'S SCHOOL

KNARESBOROUGH

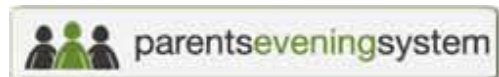
December 2017

Dear Parent/Carer

YEAR 11 PARENTS' EVENING, WEDNESDAY 17TH JANUARY 2018

We would like to invite you to attend the Year 11 Parents' Evening to be held 4.30pm-7.30pm on Wednesday 17th January 2018. Parents' Evening provides an opportunity for parents/carers to discuss their child's progress with subject teachers and plan how we can all work together to ensure they achieve the best they can. Should you have any concerns relating to Special Educational Needs, please contact Miss Jones to make an arrangement prior to the Parents' Evening. Mrs Mee, Pastoral Officer, Year 11, who has an overview of the year group, will be available at the front of school on a drop in basis to address any general issues.

Online Parents' Evening Booking System



The school uses an intuitive and easy to use 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 11 Parents' Evening anytime from **12.00noon on Monday 8th January 2018 until 12noon Tuesday 16th January 2018**. After this date should you wish to make any amendments to your appointment, please telephone school via the school telephone number below; 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.

I appreciate that due to work and other commitments it may be more difficult for some parents to attend during these times. If you are unable to attend and would like feedback from teaching staff, please email admin@king-james.n-yorks.sch.uk and your son's/ daughter's teachers will get back to you either by email or phone.

As parking at school is limited, we advise using the public car park on York Place. On arrival at school, please use the main entrance at the front of school and collect our son/daughter's Learning Cycle envelope before proceeding to your first appointment. Senior staff and pupil guides will be available to assist parents.

It is a school aspiration that all parents and students should attend the Parents' Evening. Whilst students are not expected to wear their school uniform, they are expected to dress appropriately for such a meeting.

Yours faithfully

MR K WILSON
Year 11 Learning Manager

Protocols for Parents' Evenings

Because we know how busy the evening can be in such a large school we've compiled some suggestions below to help to make the experience a positive one.

Due to the size of the school and the teaching load for members of staff it is unfortunately not possible to devise a system where parents can see all of their child's teachers.

When making appointments we strongly recommend that you prioritise the subjects or teachers that you would most like to see.

If you cannot get the appointments that you need there are other ways to contact members of staff by telephone, by emailing the school or writing a note in the planner and asking your son or daughter to show it to the teacher. If there is a concern about progress, then the school will most likely be in touch with you irrespective of parents' evening.

We think very carefully about the timing of parents' evenings and we have to fit seven of them into a few months during the middle of the academic year. Issues that you wish to raise or questions you have need not wait until parents' evening. Get in touch at other times if you need to.

The appointment system doesn't always work perfectly. Staff have been asked to keep to five minutes per appointment and they should manage the time. You can assist with this by also helping to keep the discussion to five minutes. If longer is needed you can always arrange a follow up telephone call with the teacher.

As a general rule please don't block appointments back to back, you will need movement time in between.

It can be prudent to try to prioritise subjects where your child is doing less well, although it's always good to go and hear where things are going really well too. Generally speaking, where an attitude to learning score is a grade 5 or 6 then it is very likely that things in that subject will be very much on track.

Please do enjoy parents' evening and celebrate success with your son or daughter.