



KING JAMES'S SCHOOL

KNARESBOROUGH

November 2018

Dear Parent/Carer

YEAR 13 PARENTS' EVENING, WEDNESDAY 12TH DECEMBER 2018

We would like to invite you to attend the Year 13 Parents' Evening which will be held 4.30pm-7.30pm on **Wednesday 12th December 2018**. Parents' Evening provides an excellent opportunity for parents/carers to discuss their child's academic progress with subject teachers and gain information and ideas that can best support their son/daughter.

It is a school expectation that all parents/carers and students attend parents evening preferably with their child. Students are expected to wear their school uniform.

Here at King James's School we use an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers, for which you will receive a confirmation email. Please visit <https://kingjames.school.parentseveningsystem.co.uk/> or access via a link on the school website (www.king-james.co.uk).

The system is open for you to make appointments anytime from **12.00noon on Wednesday 28th November 2018 until 12.00noon on Tuesday 11th December 2018**. After this date should you wish to make any amendments to your appointments, please telephone school via the telephone number below; this should also be your contact point if you encounter any problems in using the appointment system.

To make your evening run as efficiently as possible we would like to suggest the following:

- Should you have any concerns relating to Special Educational Needs, please contact Miss Jones to make an arrangement prior to the Parents' Evening.
- Should you have any concerns relating to pastoral issues, Mrs Simmonds Pastoral Officer, Year 13 will be available at the front of school on a drop in basis.
- The allocated time for an appointment with a teacher is 5 minutes. Please assist us by sticking to this and if you feel longer is needed please arrange a follow up telephone call with the teacher.
- Please enter school via the main reception and sign in to confirm your attendance.
- As parking at school is limited, we advise using the public car park on York Place.
- Although we would like all parents to attend this evening, we understand that there are sometimes exceptional circumstances that prohibit this. If you are unable to attend please contact your child's Pastoral Officer.

We look forward to seeing you.

The Year 13 Team