



# KING JAMES'S SCHOOL

KNARESBOROUGH

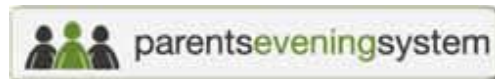
January 29<sup>th</sup> 2018

Dear Parent/Carer

## YEAR 12 PARENTS' EVENING, TUESDAY 20<sup>TH</sup> FEBRUARY 2018

We would like to invite you to attend the Year 12 Parents' Evening to be held 4.30pm-7.30pm on Tuesday 20<sup>th</sup> February 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. Mr O'Hara, Head of Sixth Form and Mrs Simmons, Sixth Form Pastoral Officer, 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](http://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 12 Parents' Evening anytime from **12.00noon on Wednesday 31<sup>st</sup> January 2018 until 12noon on Monday 19<sup>th</sup> February 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](mailto: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 sign in to confirm your attendance 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 John O'Hara**  
Head of Sixth Form