



KING JAMES'S SCHOOL

KNARESBOROUGH

4th May 2018

Dear Parent/Carer

YEAR 7 PARENTS' EVENING, WEDNESDAY 23RD MAY 2018

We would like to invite you to attend the Year 7 Parents' Evening which will be held 4.30pm-7.30pm on Wednesday 23rd May 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://kingjameschool.parenteveningsystem.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 9th May 2018 until 12.00noon on Tuesday 22nd May 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, Miss Ramplin, Pastoral Officer, Year 7 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.
- Due the teaching load of some members of staff it is unfortunately not possible to devise a system where parents can see all of their child's teachers. If a situation arises where you are not able to make appointments with all of your child's teachers we strongly recommend that you prioritise the subjects where your child is doing less well. Although we appreciate you might like to hear positives, this evening's focus is on progress and is the opportunity for you to gather information that will support your child in making that progress.
- To assist us with our arrangements for the Parents' Evening we request that you use the main entrance at the front of school and collect your son/daughter's Learning Cycle

envelope before proceeding to your first appointment. Senior staff and pupil guides will be available to assist parents.

- 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 7 Team