



# KING JAMES'S SCHOOL

KNARESBOROUGH

November 2020

Dear Parent/Carer

## **YEAR 11 PARENTS' EVENING, Thursday 10<sup>th</sup> December 2020**

We would like to invite you to the Year 11 Parents' Evening which will be held 4.30pm-7.30pm on **Thursday 10<sup>th</sup> December 2020**. 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. Due to the current circumstances, these meetings will take place via video call.

Bookings will be made via the 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](http://www.king-james.co.uk)).

Unfortunately, we can't guarantee every parent will be able to access an appointment with every subject teacher. If you find a member of staff's appointments are already full when you are booking your appointments please do not worry. If a member of staff has any concerns about your child's progress they will make contact to discuss these with you. If you have concerns you would like to discuss with a member of staff please contact them via [admin@king-james.n-yorks.sch.uk](mailto:admin@king-james.n-yorks.sch.uk).

The system is open for you to make appointments anytime from **12.00noon on Friday 27th November 2020 until 12.00noon on Wednesday 9<sup>th</sup> December 2020**. 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.

Please see the attached parent's user guide, which explains how to attend appointments over video call. Mobile devices such as iPads and mobile phones work best, and please ensure that you check the device that you are going to use has both a microphone and a camera. Before you start, please ensure that you respond to the instructions and ensure the camera and microphone are both switched on.

Please note that although you will book 6-minute appointments, these will actually end after **5 minutes** to allow time between appointments for both parents and teachers. If you delay starting a call it does not extend for the duration of that appointment; the appointment will always end at the scheduled time. Please therefore ensure that you are logged on and ready at your designated appointment time.

Mr Nicholson will not be available for appointments on the evening and I will be seeing parents from my own subject class but if you would like to speak to us about a pastoral or academic issue please email [matthewnicholson@king-james.n-yorks.sch.uk](mailto:matthewnicholson@king-james.n-yorks.sch.uk) (pastoral) or [catherinerees@king-james.n-yorks.sch.uk](mailto:catherinerees@king-james.n-yorks.sch.uk) (academic) and we will get in contact with you as soon as possible.

Yours faithfully

**Ms C Rees**  
**Year 11 Learning Manager**