



KING JAMES'S SCHOOL

KNARESBOROUGH

January 2021

Dear Parent/Carer

YEAR 9 PARENTS' EVENING, Thursday 4th February 2021

We would like to invite you to the Year 9 Parents' Evening which will be held 4.30pm-7.30pm on Thursday 4th February 2021. 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://kingjames.school.parenteveningsystem.co.uk/> or access via a link on the school website (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 time slots 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.

The system is open for you to make appointments anytime from 12.00noon on Thursday 21st January 2021 until 12.00noon on Wednesday 3rd February 2021. After this date, should you wish to make any amendments to your appointments, please contact 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.

As the appointments are time limited, it is important that discussions are based around your child's progress. Parents will have the opportunity to ask questions regarding options via Microsoft Forms which will be issued in the coming weeks as part of the options process.

If you have any questions please contact school on 01423 866061 or via email at admin@king-james.n-yorks.sch.uk.

Kind regards

Mr D Berry
Year 9 Learning Manager