



# KING JAMES'S SCHOOL

KNARESBOROUGH

May 2023

Dear Parent/Carer

## **YEAR 7 PARENTS' EVENING, Wednesday 7<sup>th</sup> June 2023**

We would like to invite you to the Year 7 Parents' Evening which will be held 4.30pm-7.30pm on **Wednesday 7<sup>th</sup> June 2023**. 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 child. 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.schoolcloud.co.uk/> or access via a link on the school website ([www.king-james.co.uk](http://www.king-james.co.uk)). **Please note, only one appointment per subject, per child should be made.** Attached is a Parent's user guide and instructions for multiple attendees. This explains how to invite one other to join the video appointments. This may help if you are going to be in different locations on the evening or co-parent.

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.

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 **19:00hrs on Wednesday 24<sup>th</sup> May 2023 until 19.00hrs on Tuesday 6<sup>th</sup> June 2023**. 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.

Yours faithfully

**The Year 7 Team**