

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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SPM/hp/Yr13Parents'Eve2018

Dear Parents/Carers

Year 13 Parents' Evening, Thursday 29th November - Online Appointment Booking

I would like to invite you to attend our Year 13 Parents' Evening on Thursday 29th November between 4 -7pm. This is an important evening and provides you with an opportunity to receive feedback and discuss your son's/daughter's progress.

The online booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Please visit <https://nortonknatchbull.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to log in and add appointments is included with this letter and can also be found on the school's website in the 'School Life', 'Letters Home' section, please choose the 'Parent Consultation Evening' category to view both documents.

You will be able to access the system to make appointments with your son's/daughter's teachers from 12 noon on Sunday 18th November until 11.55pm on Wednesday 28th November. Should you wish an update on your son's/daughter's progress from a teacher with whom you have not made an appointment, please do contact him/her direct.

On the evening, we will be operating a timer system so that everyone (parents, students and staff) can stick to their schedules. Only one 5 minute appointment, per student per subject, will be permitted, and this must start and finish on time. If there is a need for a longer discussion, an arrangement for a meeting should be made on another occasion. You will note that the booking system enforces a 5 minute gap between each of your appointments to allow for movement time and prevent you from getting behind.

If you do not have access to the internet or you have difficulty logging in, please contact the school office who will be happy to help.

Yours sincerely

Mr S Messenger
Head of Sixth Form

