

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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EFD/cc/ParentsEveningKS3
12th February 2019

Dear Parents/Carers

Year 8 Parents' Evening, Thursday 7th March - Online Appointment Booking

I would like to invite you and your son to attend our Year 8 Parents' Evening on Thursday 7th March between 4.00pm-7.00pm. This is an important evening and provides you with an opportunity to receive feedback and discuss your son's progress.

Our on-line system allows you to choose your own appointment times with teachers and you will receive an email directly from the system confirming your appointments. You will be able to access the system to make **9 appointments** with your son's teachers from 12 noon on Sunday 24th February until 11.55pm on Wednesday 6th March.

The system operates on a 'first come first served' basis and to avoid disappointment, we would advise you to make your appointments **as early as possible**. Should you wish an update on your son's progress from a teacher with whom you have not made an appointment, please do contact him/her direct. Staff e-mail addresses can be found in the 'Our School/Our Staff' section on our website.

Please visit <https://nortonknatchbull.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to log in and add appointments can be found on the school's website in the 'School Life, 'Letters Home' section, please choose the 'Parent Consultation Evening' category to view this.

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 by email schooloffice@nks.kent.sch.uk, or by phone 01233 620045 ext. 203/255 where a member of staff will be happy to help you during school office hours.

Yours sincerely

Mrs E Dance
Student Support Manager – Year 8

