

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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SP/ic/Yr7ParentsEve2019

Dear Parents/Carers

Year 7 Parents' Evening, Thursday 16th May 2019 - Online Appointment Booking

I would like to invite you and your son to attend our Year 7 Parents' Evening on Thursday 16th May 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. 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**. You will be able to access the system to make **9 appointments** with your son's teachers from 12 noon on Monday 6th May until 11.55pm on Wednesday 15th May.

Please visit <https://nortonknatchbull.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to log in and add appointments 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 this.

Please note that schools are bound by the directed time which they have available, as per School Teachers' Terms and Conditions, to use for events such as parents' evenings and other important planning and training events for teachers. Therefore, 3 hours are given to each parents' information evening. In some cases, the number of students being taught by the same teacher will be greater than the number of appointment slots available. If you are unable to make an appointment with a particular teacher, and wish to have an update on your Son's progress, please email the member of staff concerned and they will arrange feedback for you.

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 S Parsonage
Student Support Manager, Year 7

