

The Knights Templar School

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7th February 2017

Dear Parent/Carer

Parents' Evening Online Booking System

Year 8 Parents' Evening – Tuesday 28th February 2017, 4pm – 7.30pm

I am writing to inform you that the Year 8 Parents' Evening online booking system will be available to book appointments from **Wednesday 8th February at 8.00am** and will close on **Monday 27th February at 11.00pm**.

Unfortunately, there will be no teacher available to meet with parents of 8TC for Geography. Please email imatthews@ktemplar.herts.sch.uk if you wish to receive information about your child's progress.

The booking system can be found on the school website under the **Parents tab**. On the website you will also find instructions and videos on how to book appointments as well as other features such as logging on, printing and emailing.

You will be required to enter various pieces of data to verify who you are and who your child is before you can make an appointment. Once you have logged in you can select the subjects that you wish to make an appointment for and select an available timeslot. The system will also allow you to let staff know about anything specific you wish to discuss in the meeting. When you have made all of your appointments you have an option to print out the appointments and if you have entered an email address you can also be sent an email with the appointment times.

Should you wish to amend an appointment or add additional appointments you can log back onto the site and make any amendments where necessary. **Please note that you will not be able to make any changes once the booking system has closed.**

Please be aware

- Only a parent with **parental responsibility** will be able to access the appointment system
- Due to the restricted timescale for the evening, regrettably appointments are strictly **5 mins per child**. **We are sorry but only one appointment, per child, per teacher may be booked**
- If a parent is known on our database as **Ms**, then they must use **Ms** and not **Miss/Mrs**
- When entering your child's name it must be their **legal forename**
- When entering your child's date of birth it must be **entered in full – 11/07/1999**
- In order to ensure that you receive feedback on your child's progress in French & German you have been allocated one Language teacher who will be able to discuss both Languages.
- In order to ensure that you receive feedback on your child's progress in Biology, Chemistry and Physics, you have been allocated one Science teacher who will be able to discuss all three Sciences.

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- Please note that there will be **NO** Year Leader appointments on the evening as I have parents of students I teach requiring to make appointments.
- If your child has the same teacher for more than one subject, please book one appointment with that teacher and all subjects can be discussed.
- Please allow gaps in between your appointment times to allow yourself to get to each appointment, the appointments are held in the main hall, dining room and drama studio.

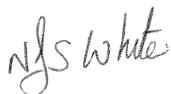
If you do not have access to a computer at home, your child can book the appointments on the school computers or you can contact your child's teacher and someone will be able to make the appointments for you.

Mrs Mitchell, SENCO will also be available on a "drop in" basis between 6 – 7.30pm. If you wish to see her before 6 then please contact the front desk on arrival.

All students are expected to attend the evening and be wearing full school uniform. We request that parents please sign in and out at reception.

If you have any questions, then please do not hesitate to contact me.

Kind regards

A handwritten signature in black ink that reads "njs white". The signature is written in a cursive style with a large 'n' and 'j'.

Mr N White
Year 8 Leader