

The Knights Templar School

Headteacher:
Mr T. Litchfield, G.G.S.M.



Park Street
Baldock
Herts
SG7 6DZ

Email: admin@ktemplar.herts.sch.uk
www.ktemplar.herts.sch.uk

Tel: 01462 620700
Fax: 01462 620701

22nd January 2018

Dear Parent/Carer

Parents' Evening Online Booking System

Year 9 Parents' Evening – Thursday 8th February 2018, 4pm – 7.30pm

I am writing to inform you that the Year 9 Parents' Evening online booking system will be available to book appointments from **Wednesday 24th January at 8.00am** and will close on **Tuesday 6th February at midday**.

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.**

Unfortunately Mrs Paice, who teaches Art class 9T2A, will not be available. If you have any questions regarding your child's progress then please contact Mr Leonowicz via his email address, wleonowicz@ktemplar.herts.sch.uk

In order to support the Options Process, your child's Senior Leadership Team link will be available at parents evening and you can make an appointment on the system to meet with them to discuss options choices.

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**

cont/d...

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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.
- 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 on the online system who will be able to discuss all three Sciences.
- 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 reception 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

N White

Mr N White
Year 9 Leader