



Kingsnorth Church of England Primary School

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Headteacher: Mr Iain Witts

1st November '19

Dear Parent/Guardian

Re: Parent Interviews –Wed 13th November '19 – 15:30-18:30

Parent interviews will take place over one evening with time slots of five minutes per child.

Should you have any other issues/concerns that you would like to discuss, please could we ask that you contact your child's teacher **AFTER** school, not before school. It is always possible to have a meeting with the Key Stage leaders – booking via the school office.

Parent Interview appointments can be made from 4.30pm Friday 1st November and closes 3.30pm Monday 11th November. Parents are able to log on to the same system as last year at <https://kingsnorthcep.parentseveningsystem.co.uk> to book your own appointment.

On the evening of the appointments, as last year, parents will be invited via the main reception area and asked to sign in. From here you will be guided to your child's tray of books in the corridor, invited to take a seat in the main hall to read through your child's books to look at their work so far this year.

Your child's teacher will then call you at the time of your appointment in the hall.

We thank you in advance for your cooperation for keeping to the appointment times.

Yours sincerely

Mrs S Sullivan
Head of School

P.T.O for guidance



KINGSNORTH C.E. PRIMARY SCHOOL

Parents' Guide for Booking Parent Interview Appointments

Browse to <https://kingsnorthcep.parentseveningsystem.co.uk/>

Step 1: Login

Please fill out all the details on the page. If you have provided an e-mail address to the school previously, then a confirmation of your appointments will be emailed to you.

- Enter one parent's title (Mr, Mrs, Miss, Ms)
- Enter the same parent's surname
- You can use either parent, but it should be as the information is held on the school's electronic system
- Please use your child's 'preferred' forename that matches our records (no abbreviations).
- Child's date of birth - eg. 26/11/2005

Parents' Evening System
 Web site for booking parent interviews. All bookings can be booked via the site. For more information, please contact the school office.

Your Details

Title: [Mr] [Mrs] [Miss] [Ms] [Other] Surname: [Smith]
 First Name: [John] Last Name: [Smith]
 Email Address: [john.smith@kingsnorthcep.co.uk] Confirm Email Address: [john.smith@kingsnorthcep.co.uk]
 Phone Number: [01474 423456] Mobile Number: [07779 123456]

Child's Details

First Name: [James] Surname: [Smith] Child's Address: [?/?/?]
 Birth Date: [?] Birth Month: [?] Birth Year: [?]

I Agree & Continue

Select a parents' evening to add appointments

Parents' Evening [?] Confirm

Choose Teachers

For children's names see below. If you don't wish to see a teacher, click on the 'X' next to their name. To reserve a teacher, tick their name in teacher column. You cannot reserve any teacher if a yellow box is visible in the teacher column.

Mr James Smith Time: 16:30 - 16:45

Child's Name	Teacher	Available	Booked
James	Mr James Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr John Smith	<input type="checkbox"/>	<input type="checkbox"/>

Click on the Continue button to proceed.

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Mr James Smith Time: 16:30 - 16:45

Child's Name	Teacher	Available	Booked
James	Mr James Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mr John Smith	<input type="checkbox"/>	<input type="checkbox"/>

Click here to send the confirmation email

Step 5: Finished

You will receive an email confirmation of your appointments if you have provided the school with this. If you wish you may print out this confirmation.



Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. You can bring a print out of your appointment times to the parents' evening if you wish.

You can change your appointments UP TO THE CUT OFF DATE by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system. You are NOT able to change anyone else's appointments except your own children's.

Parents' Evening System

Appointments

View Appointments

Time	Teacher	Child's Name	Status
16:30 - 16:45	Mr James Smith	James	Booked
16:30 - 16:45	Mr John Smith	James	Available

Step 2: Select Parents' Evening

Click the green tick to select the afternoon/evening you want to make appointments for.

Step 3: Choose Teachers

Teachers for ALL your children will appear. If you have more than one child at school. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.