



CHRIST THE KING ELEMENTARY SCHOOL

20 Nisutlin Drive, Whitehorse, Y.T. Y1A 3S5

(867) 667-3527 phone

(867) 667-3666 fax

November 1, 2024

Dear CKES community,

CKES will be facilitating student-led conferences on Nov. 7-8. Please read the information below and mark your calendars that conferences will run Thursday evening from 3:30 – 6:30 and all-day Friday, from 8:30 – 3:30. This means there is no school for students on Friday, except for their appointment time.

Also keep in mind that **Monday, Nov. 11 is Remembrance Day** and **Tuesday, Nov. 12 is a PD Day**. There will be no school for students on these days, as well.

Purpose of the Student-Led Conference:

- This is an important opportunity for parents/guardians to demonstrate partnership with the school in supporting their child's learning.
- The heart of the process is students showing evidence of learning, accompanied by self-reflection and possible goal setting. **Meaningful conversation led by the students about learning is the main purpose.**

Note: Teachers may email families with specific instructions for their class. Please follow your teacher's directions.

To book your appointment, please follow these instructions:

- Using ckes.schoolappointments.com, parents/guardians need to register and then select a time slot in their child's teacher's calendar. Here's what to do:
 - Go to the web site and click on the "REGISTER" menu tab and create an account. Then login and add your students to the system.
 - After the students have been entered, you will be able to schedule an appointment immediately by selecting a teacher and clicking the "Book" button. Select an available time slot, click it and then click the "Book Appointments" button. Repeat this for each student.
 - When you are finished you can view your appointments from the "PROFILE" tab by selecting "View Appointments". You can also print your appointments from the view screen.
- Student attendance will be taken by teachers
- EAs and specialty staff are also available. Please email these staff directly to set up a meeting time. They may also join the teacher meeting, if requested.

Important Guidelines:

1. Families must be on time for the meeting so that teachers do not fall behind schedule.
2. Please do watch the time so that sessions remain on schedule.
3. ckes.schoolappointments.com will be open for bookings as of **8:00am on Thursday, Oct. 31 (Halloween!)**

We look forward to student-led conference days! We hope students and parents value this time for children to talk about their learning experiences.

If you have any questions or concerns, please contact the school.

Sincerely,

Jeanette Gallant

Principal,
CKES