



## CHRIST THE KING ELEMENTARY SCHOOL

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February 12, 2024

Dear CKES families,

Student-led conferences are next week! Please read the information below and mark your calendars that students will be home on **Thursday, Feb. 22**, except for when they attend school for their conferences.

Also note that **Friday, Feb. 23 is our Heritage Day** holiday, so there is also no school for students.

### 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. **Meaningful conversation about learning is the main purpose.**
- Teachers have decided how many students can be in the classroom at a time. Younger grades may only have 1 - 2 students at a time, while older grades may have 3-4 students at a time. The length of sessions also varies from 15 - 30 minutes. When you schedule your appointment, please pay attention to the time frame so you know what to expect.

### Please schedule an appointment by following the directions below:

- [ckes.schoolappointments.com](https://ckes.schoolappointments.com) will be open for bookings as of **8:00am tomorrow, February 13**. Using [ckes.schoolappointments.com](https://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 on 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.

We look forward to student-led conference days! We hope students and families 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