



CHRIST THE KING ELEMENTARY SCHOOL

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

(867) 667-3527 phone

(867) 667-3666 fax

February 18, 2022

Dear CKES community,

CKES will be facilitating student-led conferences in a different manner the week of Feb. 25th. Please read the information below and mark your calendars that students will be home on **Thursday, March 3rd**. **March 4** is also a non-instructional day 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 and possible goal setting. **Meaningful conversation about learning is the main purpose.**

How it will work:

- FIRST:** Early that week, students will bring home a small portfolio of work, which contains reflection and discussion prompts. This portfolio may also be digitally shared on Fresh Grade.
- SECOND:** Families are asked to take time to examine this portfolio and work through the discussion questions with their students.
- FINALLY:** **If desired, families may make appointments by Zoom or phone calls with the teacher.** Each appointment will be 15 minutes long. Staff will be in the building on this day, but families and students are asked to remain at home.

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

If desired, please schedule a Zoom or phone call appointment by following the directions below:

- 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
 - Teachers will offer a choice of Zoom or phone call sessions (both will be booked through the scheduler).
 - Parents who prefer Zoom sessions will be asked to select "Virtual Meeting" when they book online. Teachers will email a Zoom link by March 1st.
 - Teachers will meet with one family at a time, for 15 minutes.
 - EAs and specialty staff are also available by phone or Zoom. 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 **noon on Thursday, February 24.**

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