



CHRIST THE KING ELEMENTARY SCHOOL

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

(867) 667-3527 phone

(867) 667-3666 fax

February 22, 2021

Dear CKES community,

CKES will be hosting student-led conferences on **Thursday, March 4**. This is not a regular school day – please see the details below. Also, there is no school on Friday, March 5 for CKES students.

Purpose of the Student-Led Conference:

- This is an important opportunity for parents to communicate with teachers about their child's learning;
- The heart of the day is students showing evidence of learning, accompanied by self-reflection and possible goal setting.

How it will work:

- Student attendance will be taken by teachers
- Teachers may offer a choice of Zoom or in-person sessions (both will be booked through the scheduler). **Please see below for what options your child's teacher is offering.** If these choices cannot work, a phone call is the least- preferred option.
- Parents who prefer Zoom sessions will be asked to select "Virtual Meeting" when they book online. Teachers will email a Zoom link before March 4th.
- Teachers will be offering **one** of the following options for booking:
 - a) 15 minute sessions – with one student at a time in the room
 - b) 25 minute sessions – with two students at a time in the room
- EAs and specialty teachers will be available for drop-in visits by student families and/or attach themselves to a classroom to participate in sessions there.
- Using ckes.schoolappointments.com, parents/guardians can select a time slot in their child's teacher's calendar. Here's what to do:
 - Go to the web site and login, or if new to the school, create an account.
 - Click on "Manage Students."
 - Click the blue calendar to book an appointment.
 - Select the teacher you need to see.
 - Select "In Person," or "Virtual Meeting" under "Appointments will be:" and then select "View Calendars."
 - Click on your desired open time slot.
 - At the bottom of the page, you can book another appointment for additional students by selecting "Manage Students."
 - To review appointments or print them off, click on "View Appointments."

Student-led Conference Sessions by Grade Level:

Grade Level	Options Available
Kindergarten	In-person only
One	In-Person only
Two	In-Person highly preferred
Three	In-Person highly preferred
Four	In-person highly preferred
Five	In-Person OR Zoom
Six	Ms. Haines In-person only Mrs. Marsh: In-Person OR Zoom
Seven	In-Person only

Important Health and Safety Guidelines:

1. Parents must arrive on time and leave immediately afterwards to avoid congregating in the hallways.
2. Families are asked to enter the school by the front door and then exit by the door closest to their child's classroom. This will help create a one-way direction of traffic flow. (K and grade 1 classes may exit the front doors)
3. Please follow the traffic arrows on the floor.
4. Families must go directly to their child's classroom and not tour the school.
5. Everyone will hand sanitize upon entry to the building and again upon entering and leaving the classroom.
6. Families are asked to wear masks in the hallways and for pre-school students to stay home. School-age students who are not involved in a conference must sit and wait quietly in the hallway – they are not permitted in other classrooms.
7. A maximum of 10 people is permitted in the classroom at a time with a 2m distance between teacher and family group.
8. There will be a 5-minute transition time for cleaning surfaces between families.
9. Teachers will hand wash/sanitize between conferences.
10. 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