



CHRIST THE KING ELEMENTARY SCHOOL

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

(867) 667-3527 phone

(867) 667-3666 fax

November 10, 2020

Dear CKES community,

CKES will be hosting student-led conferences on **Thursday, November 19th**. This is not a regular school day – please see the details below:

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:

- 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 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 able to offer.** 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 the 19th.
- 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 support staff will be available for drop-in visits by student families and/or attach themselves to a classroom to participate in sessions there.

Student-led Conference Sessions by Grade Level:

Grade Level	Options Available
Kindergarten	In-person only (no Zoom)
One	In-Person OR Zoom
Two	In-Person highly preferred
Three	Ms. Burns: In-Person highly preferred Ms. Carr: In-Person OR Zoom
Four	In-person highly preferred
Five	In-Person OR Zoom
Six	Ms. Haines: In-Person OR please email her directly if you would like a Zoom meeting; Mr. Atwan: In-Person OR Zoom
Seven	In-Person highly preferred

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.
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, Nov. 12.**

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