



8 February 2016

Headteacher:
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Dear Parent/Carer

Year 8 Consultation Evening - Monday 29th February 2016

There will be a Parents/Carers' Consultation Evening on Monday 29th February. Students will make appointments for you to see staff between 4.30p.m. and 7.30p.m. I hope that we shall have the pleasure of welcoming you to school on that date to discuss your son's/daughter's academic and general progress with those members of staff who teach him/her. Students are encouraged to attend and take part in the discussions.

Staff will be asking your child to make the usual arrangements, i.e., appointments of five minutes duration. Appointments will be in the Sports Hall, the School Hall and the Break Out Space. At the end of the Autumn term in December you will have received your child's latest Student Profile on SIMS Learning Gateway. If you have misplaced your username or password for SLG please contact the school office, who will be happy to send a reminder to you. (Phone number above or year8admin@helsbyhigh.org.uk)

Miss Loudon, Key Stage 3 Student Support Coordinator will be available in the school entrance area to take any messages and pass information to the Form Tutor/Year Leader, in the case of any queries which require following up.

I would ask all parents to respect the five minutes allocated. To avoid disturbance during interviews, we would be most grateful if mobile telephones could be switched off. We appreciate your co-operation in these matters.

Parents/Carers are advised that the coach park on the side of the school is lit. If you have a temporary or permanent mobility problem and require special parking arrangements, please ring the school office and we will endeavour to meet your needs.

I hope that you will be able to be with us on this important evening and that you will find it a productive occasion.

We look forward to welcoming you.

Yours sincerely

P Howe

Howe P (Mr)
Key Stage 3 Leader

X.....
(Please detach and return to Form Tutor)

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Name of Pupil Form

I acknowledge receipt of your letter dated 8 February, 2016. I / We will / will not be attending.

Signed Date