



**Headteacher:**  
**John Dowler B.Sc. Hons, NPQH**  
Chester Road, Helsby,  
Frodsham WA6 0HY.  
Tel: 01928 723551  
Fax: 01928 723093  
Email:head@helsbyhigh.org.uk

22 February 2016

Dear Parents/Carers

**Year 7 Consultation Evening - Tuesday 15 March 2016**

There will be a Consultation Evening on Tuesday 15 March 2016. Students will make appointments for you to see staff between 4.30 pm and 7.30 pm. 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.**

Mrs Tobin, Year 7 Year Leader and Ms Simmonds, Key Stage 3 Leader, will be available on the evening for any urgent issues. However please be aware that they will both be busy as they teach at least one class in the year group. Mrs Neal, who oversees Year 7 responsibilities as well as other members of the Leadership Team will be available to discuss any general issues which you may wish to raise.

We will be asking your child to make the usual arrangements, i.e. appointments of five minutes duration with a five minute break to allow you to reach your next appointment on time. Interviews will be in the Sports Hall and the School Hall. Please sign in when you arrive and bring your child's interim assessment which we hope will aid your discussions with subject staff.

We would ask all parents to respect the five minutes allocated. Please be aware that the Year Leader and Key Stage Leader are likely to be particularly busy. Senior staff are always available and if they are unable to help with more complex problems, the information can be passed to the Year Leader and an appointment made in the future to address any issues raised.

To avoid disturbance during interviews, we should be most grateful if mobile telephones could be switched off. We would appreciate your co-operation in this matter. Parents/Carers are advised that the coach park on the side of the school is now 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 do 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

**E Tobin (Mrs)**  
Year 7 Year Leader

**C Simmonds (Ms)**  
Key Stage Leader

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(Please detach and return to Form Tutor)

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Name of Student ..... Form .....

I acknowledge receipt of your letter regarding Year 7 Consultation evening. I / We will / will not be attending.

Signed ..... Date .....