

1 March 2019

Head Teacher:
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Dear Parents/Carers

Year 7 Consultation Evening - Wednesday 27 March 2019

There will be a Consultation Evening on Wednesday 27 March 2019. Students will soon start to make five minute appointments for you to see staff between 4.00pm and 7.00pm, they will record these on a green appointment slip. There will be an assembly for students on Monday 11 March 2019 to discuss the process of how to make an appointment with teachers and this will be followed by a discussion during form time. Students should leave five minutes between appointments. I hope that we will have the pleasure of welcoming you to school on this date to discuss your child's academic progress with their teachers. **Students are encouraged to attend and take part in the discussions.**

Appointments will be spread across a number of adjacent locations in school, which include the Main Hall, Breakout Area and Dining Room. On the evening, please arrive at the main school entrance to sign in with Year 11 Student Leaders and obtain location details. Please bring your child's green appointment slip. Subject teachers will have the latest information on your child's Student Profile, the most recent version of which should currently be available for you to view online via <https://insight.helsbyhigh.org.uk>. If you have misplaced your username or password for INSIGHT please contact insight@helsbyhigh.org.uk

Ms Loudon, Student Support Coordinator, will be available in the school entrance area should you have any queries during the evening. Members of the Senior Leadership Team will be available to discuss any general issues, which you may wish to raise. Miss Wilkes and myself teach Year 7 so unfortunately there will be limited time available for pastoral discussions. If, after attending the Consultation Evening, you would like to discuss your child with us please contact year7admin@helsbyhigh.org.uk

I would ask all parents to respect the five minutes allocated. To avoid disturbance during appointments, 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 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 faithfully
C.A. Simmonds

C Simmonds (Ms)
Assistant Headteacher

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(Please detach and return to Form Tutor by **Friday 15 March 2019**)

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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