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Headmistress: Mrs Rebecca Dougall BA MA

28 September 2018

Dear Parents

### Upper Sixth Parents' Meeting

I would like to invite you and your daughter to a Parents' Meeting on Wednesday 10 October from 5–7.30pm to discuss her academic progress.

Appointments must be made through the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 4.10pm on Friday 28 September and will close at 4.10pm on Monday 10 October. Should you wish to make any changes after this date please contact your daughter's tutor.

Please visit [shsk.parentseveningsystem.co.uk](http://shsk.parentseveningsystem.co.uk) to book your appointments; please see a [short guide](#) on how to book appointments. To create an account, you will need the following information: your daughter's preferred first name; surname and date of birth.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

At 6.15pm, please join me in the Yolande Paterson Hall (YPH) for a brief talk. Appointments will recommence at 6.35pm. Please note that appointments will not be available between 6.15–6.35pm.

Appointments are five minutes long. Whilst parents will have five minutes to move to their next appointment, teachers' meetings run back to back. I therefore politely ask that you conclude your conversations with your daughter's teachers within your allotted appointment slot. Should you need longer than the allotted five minutes per teacher/ten minutes per subject, please do not hesitate to contact your daughter's subject teachers or tutor to arrange a meeting at a later date.

A bell will be rung at 7.30pm to indicate the end of the evening. We would ask you to respect this as a time when staff will need to depart in order to be appropriately prepared and refreshed for the following day's teaching.

We look forward to seeing you.

Yours faithfully

A handwritten signature in black ink, appearing to read "H Doherty", written in a cursive style.

Miss H Doherty  
Head of Sixth Form  
[hdoherly@shsk.org.uk](mailto:hdoherly@shsk.org.uk)