



ST HELEN &  
ST KATHARINE

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Headmistress: Mrs Rebecca Dougall BA MA

18 May 2018

Dear Parents

### **Lower Sixth Parents' Meeting**

I would like to invite you and your daughter to a Parents' Meeting on Wednesday 13 June from 6–8.30pm to discuss her academic progress.

In response to parental feedback, St Helen and St Katharine is using a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We hope that you find this to be an improvement on the previous system and welcome any feedback.

Appointments can be made from Friday 18 May and will close on Tuesday 12 June. 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. (A short guide on how to add appointments is included with this letter.) To create an account, you will need to enter 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 7pm, please join me in the Yolande Paterson Hall (YPH) for a brief talk. Appointments will recommence at 7.30pm. Please note that appointments will not be available between 7pm and 7.30pm.

Appointments are five minutes long. Whilst parents will have five minutes to move to their next appointment, teachers' meetings will 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 8.30pm 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 on Wednesday 13 June.

Yours faithfully

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