



ST HELEN &
ST KATHARINE

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Headmistress: Mrs Rebecca Dougall BA MA

4 May 2018

Dear Parents

Year 10 Parents' Meeting

Your daughter's examination results will be published on the Parent Portal on Tuesday 15 May and you and your daughter are invited to a Parents' Meeting on Thursday 17 May from 5–7.30pm in order to discuss these results and your daughter's overall academic progress.

If your daughter is taking art, design and technology or ceramics, there will be a short meeting at 6.15pm in YPH for you and your daughter when Mrs McDonald, Head of Art, will speak to you about the forthcoming Cornwall trip. It is important that you attend this meeting if your daughter is going on this trip, it should take no longer than 15 minutes. A bell will be rung just before this presentation as a reminder.

The time allocation for each meeting is a maximum of five minutes. Some members of staff teach more than one set of students in Year 10 and they will find it difficult to see every parent unless their meetings are short. They will be identified by a red sticker against their name on their desk. We will be emphasising to all the teaching staff the need to keep to this five minute time slot so that everyone is able to achieve the number of meetings they require. Please could you help staff to maintain this momentum by keeping your interview to the time allowed. If a longer meeting is required, this should be made at another time, outside the Parents' Meeting, and I can help you to arrange this if you wish. It is very helpful for staff to know if any parents are unable to attend, so please could you complete the [electronic response form](#) indicating whether you are able to attend or not. You will need to be here by 6.30pm at the latest in order to see all the teachers. If you have not replied and have not arrived by 6.30pm we will assume that you are not attending. It would also help staff if you sign out when you leave so they know you do not wish to see them on this occasion.

Your daughter is welcome to stay at school to attend her regular clubs or go to the library to do homework before meeting you. The café will be open as usual after school but it may not be possible to provide hot snacks to a large number of students in such a short period of time, so you may wish to provide your daughter with a packed tea.

A bell will be rung at the end of the evening at 7.30pm. We 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 at the Parents' Meeting.

Yours faithfully

Mrs Helen Nash
Head of Middle School
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