



Lancaster Girls' Grammar School

Headteacher Mrs Jackie Cahalin BA NPQH **Deputy Headteachers** Miss Sarah Bellin BEd, Mrs Gill Jackson BA NPQH

January 2012

Dear Parent / Guardian

Year 7 Parents' Evening Monday 6th February 2012 - 5.30pm to 8.00pm

We would like to invite you to school to meet the staff who teach your daughter to discuss her work and progress.

We operate an appointments system which we hope will avoid long queues and enable parents to see most members of staff. To this end, the time allowed for each appointment is **five** minutes (except where staff teach more than one group, in which case the time allocation may be less) and we would ask that you keep to the schedule to prevent the system from breaking down. Your daughter will make appointments for you with her teachers and this year there is a special page in her planner for this purpose. ***Please, therefore, ensure that you bring the planner or a copy of the appointments to Parents' Evening.***

If any parents find that a particular interview did not allow enough time to discuss all the matters they wish, please send me details of further information which you would like. Similarly, if your daughter finds that a member of staff has no interview time available, we will arrange for your particular enquiry to be answered. There are a few members of staff who teach more than one class so cannot possibly see all parents. I will be available throughout the evening without an appointment.

Your daughter will receive her latest set of Expected Grades and the Attitude to Learning grades before Parents' Evening. Please take this opportunity to discuss her progress with her, so that you can bring up any issues at Parents' Evening with her subject teachers. We want Year 7 girls to become used to the practice of discussing their work with their teachers and we feel that it may be beneficial for your daughter to accompany you on this evening. We are, therefore, inviting pupils to come with their parents if you and they so wish. I stress that pupil attendance is purely optional.

Finally, we would ask that you **sign in and out at Reception**, so that we have a record of which parents have attended the Parents' Evening.

Will you please complete the slip below and return it by Monday 30th January 2012.

Yours sincerely
Mrs J Cahalin
Headteacher

Please return to your Form Tutor by **Monday 30th January 2012**

LANCASTER GIRLS' GRAMMAR SCHOOL - YEAR 7 PARENTS' EVENING

Pupil: _____ Form: _____

I am / we are able / unable to attend Parents' Evening on Monday 6th February 2012.

Signed: _____ (parent/guardian) Date: _____