



Hodge Hill Girls' School

Bromford Road
Birmingham
B36 8EY

Headteacher: Mrs Sonia Adu
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Ref: SR/RKh

26th November 2019

Dear Parent (s) /Guardian (s)

Re: Parent Consultation Evening Year 11

The Year 11 Parent Consultation Evening will take place in the Upper ILZ on:

Monday 16th December 2019 – 4:00pm – 6:30pm

Please ask your daughter to use the attached appointment sheet to make appointments with her subject teachers. Each appointment will last 5 minutes, and teaching staff will have appointments back to back. To ensure staff can keep to time they will only be able to see you **by appointment only**. If you arrive late to your appointment, please go to your next appointment. **Please ensure you bring the attached appointment sheet with you on the evening.** Please note that during the evening you will have the opportunity to attend a presentation about how to support your daughter during examinations. The presentation will be held at the following times;

3:45pm – 4:00pm – Presentation – Supporting your daughter during examinations

4:45pm – 5:00pm - Presentation – Supporting your daughter during examinations

5:45pm – 6:00pm - Presentation – Supporting your daughter during examinations

On the evening we request that you sign in at Reception as you enter and sign out when you leave the building, to enable us to monitor who is on site. Please note, we have limited space and therefore request 2 adults per child. On the evening you will receive a pack containing your daughter's **Report and Data Contact Sheet**. Please check and update your contact details as required and return to Reception before you leave.

The evening is an important opportunity to discuss your daughter's progress. If you are unable to attend the Consultation Evening, it is important that you **nominate a responsible adult to attend the evening on your behalf**. As sensitive information regarding your daughter's progress will be passed on during the Consultation Evening, it is essential that you notify the school as to who will be attending. **Pupils will be issued with a pack of revision resources, including revision guides and practice exam questions, on arrival at this event.**

Please complete and return the reply slip below to Ms Khan, Pastoral Manager for Year 11.
We look forward to meeting you.

Your sincerely

Mrs S Adu
Headteacher

Hodge Hill Girls' School

Year 11 Parent Consultation Evening – Monday 16th December 2019

Name: _____ Form: _____

We will attend the Parent Consultation Evening	
We will not be able to attend the Parent Consultation Evening	

If you are unable to attend the Consultation Evening, it is important that you **nominate a responsible adult to attend the evening on your behalf**. As sensitive information regarding your daughter's progress will be passed on during the Consultation Evening, it is essential that you notify the school as to who will be attending.

Name of Nominated person: _____ . **This person will be attending on my behalf.**

Parent Name: _____

Parent Signature: _____

Date:

Please return the reply slip to Ms Khan by Monday 9th December 2019

YEAR 11 PARENT CONSULTATION EVENING MONDAY 16th DECEMBER 2019

APPOINTMENT SHEET

4.00 pm	
4.05 pm	
4.10 pm	
4.15 pm	
4.20 pm	
4.25 pm	
4.30 pm	
4.35 pm	
4.40 pm	Presentation
4.45 pm	Presentation
4.50 pm	Presentation
4.55 pm	Presentation
5.00 pm	Presentation
5.05 pm	
5.10 pm	
5.15 pm	
5.20 pm	
5.25 pm	
5.30 pm	
5.35 pm	
5.40 pm	
5.45 pm	Presentation
5.50 pm	Presentation
5.55 pm	Presentation
6.00 pm	Presentation
6.05 pm	
6.10 pm	
6.15 pm	
6.20 pm	
6.25 pm	