

St Monica's R.C. High School



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Headteacher: Mrs. A.M. Hainsworth, BSc

Our Ref: AMH/HC

25th September 2018

Dear Parent/Carer

I should be grateful if you would make an appointment to see me or Mrs Leysens to discuss your son's/daughter's progress.

Appointments will be available at 15 minute intervals, commencing Monday, 8th October 2018 until half term. Appointments are available from **8.00 am to 5.00 pm**, depending on the day. **It is essential that your son/daughter is present at the meeting, therefore, if your appointment is outside school hours they should accompany you.** This meeting is vital for keeping you up to date about his/her progress and for identifying targets for successful GCSE results in the summer of 2019.

Please ask your son/daughter to make an appointment at the school office as soon as possible. **Please arrive at least five minutes before your appointed time.**

I look forward to a very constructive and informative meeting.

Yours faithfully

Mrs A M Hainsworth
Headteacher