



Springs Girls' High School
Parents' Evening and Collection of Reports by Parents:
17 July 2019



Dear Parents

COLLECTION OF REPORTS BY PARENTS AND PARENTS' EVENING

This year, in order to facilitate meeting with parents at Parents' Evening, all parents must collect their daughter's reports on **17 July 2019 between 17:00 and 18:00**. These reports will reflect **term two results**.

Reports must be collected **by parents/ legal guardians only** from the administrative staff who will be seated in the school hall between 17:00 and 18:00.

Thereafter, **until 20:00**, those parents whom teachers have requested to see regarding their daughter's academic progress will proceed to the tables in the hall for a meeting with the subject teachers. (A letter will be attached to the reports addressed to parents whom the subject teachers wish to see.)

PLEASE NOTE: Interviews are ***by teacher request only***. Should parents wish to see a subject teacher whom they have not been requested to see, please feel free to contact the school to make an appointment with the teacher and/ or the tutor.

PLEASE NOTE: Reports will NOT be issued to anyone on your behalf. Parents who cannot collect reports on 17 July may make an appointment with the tutor to collect the report in person from the tutor **UNTIL FRIDAY, 19 JULY 2019 and to see the teachers who have requested to see them at the same time or meet with the tutor to discuss the necessary issues.**

PLEASE ALSO NOTE: Record will be kept of this letter, as well as of the uncollected reports and may be used for future reference.

We thank you for your continued interest in your daughter's academic progress.

Yours faithfully

Ms A Jones
PRINCIPAL

REPLY SLIP

Please return to your daughter's REGISTER TEACHER no later than **MONDAY, 15 JULY 2019**.

I _____ (parent/guardian of _____ in grade ____)
acknowledge receipt of the letter informing me of the arrangements for collection of reports and Parents' Evening on **Wednesday, 17 July 2019**.

Signature of parent: _____ Date: _____