



# Portsmouth High School

**G D S T**  
GIRLS' DAY SCHOOL TRUST

LC/mm/phs

23 February 2018

Dear Parent

Our Pre Prep Parent Teacher meetings will take place on Tuesday 27 February and Tuesday 6 March from 4.00pm until 6.00pm.

In order to organise an appointment with your daughter's form teacher, please see the printed time sheets located in your daughter's class rooms to book a specific date and time. Alternatively you can email the form teacher directly and they will endeavour to fit in with your times where possible.

The meetings with the teacher will be limited to 10 minutes. If you have a particular issue to discuss that you think may require more time, please would you contact your daughter's form tutor and request an additional appointment on an alternative date. Our aim is that these meetings are a time to share progress, effort, areas to develop and targets set.

After school activities run by staff will not go ahead on these dates. Clubs run by outside providers will continue, as will aftercare until 6.00pm. If you would like to make use of aftercare that evening, it is imperative that you contact the junior school office in advance so we can ensure we have adequate adult supervision.

If you have any further questions or would like to book aftercare then please contact the office [porjunioradmin@uk.gdst.net](mailto:porjunioradmin@uk.gdst.net).

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Lindsay Cunningham'.

Lindsay Cunningham  
Deputy Head of Junior School