



# Portsmouth High School

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

SN/cpt/phs  
8 February 2018

Dear Parent

The Year 8 parents' evening will take place on Thursday 1 March 2018. This will give you the opportunity to discuss your daughter's progress with her subject teachers and form tutor.

Your daughter will be given an appointment sheet on which to make appointments with her teachers between 4.45 pm and 7.15 pm. Appointments last for a maximum of 5 minutes and it is advisable to have a 5 minute gap between each appointment to allow for movement from one teacher to the next. Some teachers teach two classes and therefore in some cases appointments will be shorter. The Head of Learning Support, Mrs Jo Lennon-Bell, will be available between 6 – 7pm on the evening and advance appointments to see her are not necessary.

It is assumed that you will want to talk to each subject teacher and therefore your daughter will make appointments with everyone. If this is not the case she should notify the teacher that you do not need an appointment and check with the teacher concerned that they do not need to see you.

Pupils do not accompany their parents to parents' evening until GCSE option choices in Year 9. If necessary, pupils, but not siblings, may remain unsupervised in the library during the evening but they are the responsibility of their parents. Siblings may, of course, accompany you in the Hall.

On the evening, please bring the appointment sheet with you because we do not have copies in school. On the back of the sheet there is a map showing where teachers can be found in the Hall. On arrival, sign in at the desk and collect a label, and sign out when you leave to enable us to identify who is present.

If for any reason you are unable to attend the parents' evening please could you notify me by e-mail on [s.nelson@por.gdst.net](mailto:s.nelson@por.gdst.net) If you have any specific concerns we can arrange for feedback via a letter or phone call. If at short notice you are unable to attend a phone call before 5.00 pm would be appreciated, or if that is not possible, confirmation the following day.

Please do not hesitate to contact your daughter's form tutor, myself or Mrs Trim (Deputy Head) if we can help in any way and we look forward to meeting you.

Yours sincerely

Mrs S Nelson  
Head of Year