



# CHELMSFORD COUNTY HIGH SCHOOL *For* GIRLS

A FOUNDATION GRAMMAR SCHOOL  
AND SPECIALIST COLLEGE

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**Headteacher:**

Mrs N Chapman, BA. MBA

25<sup>th</sup> January 2010

Dear Parents of Year 9,

## Year 9 Parents' Evening Thursday 11<sup>th</sup> February 2010 - 5.00 pm to 8.00 pm

I should like to invite you and your daughter to a Parents' Evening on Thursday 11<sup>th</sup> February 2010. This is an opportunity for you to discuss your daughter's progress with her subject teachers. Senior Staff will also be available in the course of the evening to answer any general queries you may have. The consultations will all take place in the Main Hall and details will be posted at the entrance. We will provide a plan for the evening that should help you to find staff more easily.

Appointments will be of 5 minutes duration and we request that both staff and parents keep to these times as much as possible. If longer discussions are required then a subsequent meeting could be arranged at a time to suit both parties.

It would be helpful if you would indicate your arrival by marking a tick against your daughter's name on the list at the entrance to the Hall and similarly by crossing through the tick to indicate your departure. As we do not have sufficient car parking facilities in the school grounds we request that you use **Rectory Lane Car Park**.

### The Appointments System

- Please list on page 101 of the Student Logbook the 8 staff you would like to consult. Each appointment will be for 5 minutes and where possible a 5 minute gap should be made between appointments.
- The two blank rows on the appointment sheet are for teachers' use if they feel they would particularly like to see a student and her parents who have not requested to see them. We expect these will normally remain blank.
- Your daughter will bring the completed page back into school and be able to make appointments from Monday 1<sup>st</sup> February onwards with her subject staff.
- Staff will attempt to arrange as many of the requested interviews as possible.
- It is important that your daughter has the completed sheet with her on Monday 1<sup>st</sup> February so that she is able to begin making appointments immediately.

Yours sincerely,

**Mrs M Windeatt**  
Student Progress Manager for Year 9

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Chelmsford County High School *for* Girls

Please return this slip to your daughter's Form Tutor by Tuesday 9<sup>th</sup> February.  
Year 9 Parents' Evening - Thursday 11<sup>th</sup> February 2009 - 5.00 pm to 8.00 pm

I/We shall/shall not be able to be present at the Year 9 Parents' Evening.

Signed: .....

Date: .....

Name of daughter: .....

Form: 9

