



Cheltenham Girls' High School

Principal: Mrs S. M. Bridge B.A., Dip.Ed.

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10th May 2017

Dear Parents,

The Parent Teacher Meetings for all years are rapidly approaching. These meetings will be held on the following dates:

Wednesday	31 st May	Years 11 and 12 from 2.30pm
Monday	19 th June	Years 7 and 9 from 2.30pm
Wednesday	28 th June	Years 8 and 10 from 2.30pm

Bookings for Parent Teacher Meetings can be done using an ONLINE BOOKING SYSTEM. Instructions on how to access and use the online booking system are on the school website. You will be informed of the event code via SMS about 2 weeks prior to the meetings.

The timetable of the school day will be altered on these days to accommodate the early start of the interviews. Periods will be shortened and all students will be dismissed from school at 2.00pm. Supervision will be available until 3.10pm for students who are not able to leave at this time.

Should your daughter require supervision at school from 2 – 3.10pm, please complete the slip below, or download and print the slip if you are reading this via our website, and return it to Mrs Alison Gatt, Deputy Principal by 9.00am on the morning of the relevant Parent Teacher meeting. The slip should be placed in the box outside Mrs Gatt's office.

I look forward to seeing you at your daughter's Parent Teacher meeting.

Yours sincerely,

Mrs Susan Bridge
Principal

Please indicate the day/s on which your daughter will require supervision

- ☐ Wednesday 31st May 2017
- ☐ Monday 19th June 2017
- ☐ Wednesday 28th June 2017

My daughter _____ of roll class _____ will require supervision at school between 2pm and 3.10pm prior to the Parent Teacher Meeting time.

Signature: _____ Date: _____
Parent/Guardian