5th February 2019

Dear Parent/Carer

We are holding Parent Meetings on Tuesday, 12th and Wednesday, 13th February 2019, this will give you an opportunity to meet with the teacher and discuss your child’s progress and how they are getting on at school.

Please can you choose your time slot, indicating a 1st, 2nd and 3rd choice. You will then be allocated a 10 minute appointment from your child’s class teacher.

These meetings are important. Please make every effort to attend.

Child’s Name:………………………………………………………………. Class: ………

Please indicate below if you have a sibling and we will try and co-ordinate the appointments.

Sibling: ……………………………………………… Class: ………

<table>
<thead>
<tr>
<th>Tuesday, 12th February</th>
<th>3.30 – 4.00</th>
<th>4.00 – 4.30</th>
<th>4.30 – 5.00</th>
<th>5.00 – 5.30</th>
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<tr>
<td>Wednesday 13th February</td>
<td>3.30 – 4.00</td>
<td>4.00 – 4.30</td>
<td>4.30 – 5.00</td>
<td>5.00 – 5.30</td>
<td>5.30 – 6.00</td>
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During the evening, all senior leaders will be available, should you wish to meet with them.

We look forward to see you.

Yours sincerely

Charlotte Taylor
Headteacher

New Street, Rubery, Rednal, Birmingham, B45 0EU
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Website: www.hollyhill.bham.sch.uk

Headteacher: Charlotte Taylor   Deputy Headteacher: Dawn Gallagher

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.