



# Longhill High School

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DU/CF

December 2013

Dear Parent/Carer

## **Re: Year 7 Subject Surgery Thursday 12 December 2013 3pm- 4:15pm**

Our Year 7 reports will be published on 5 December and will be available via the **assessments** section of the Information Portal.

To allow you the opportunity to discuss the report with the subject teacher(s) concerned, we have arranged a **Subject Surgery** on **12 December** from **3pm- 4:15pm**.

You will have the opportunity to speak to subject teachers and for us to answer any questions you have about your son/daughter's current progress. We will also be able to advise you on the best way you can support them.

This is an important opportunity for you to gather information that will enable your son/daughter to achieve the best results they can.

Bookings can be made in a variety of ways:

- on the **Parents Evenings** section of the Information Portal,
- by emailing teachers via **Contacts** section of the Information Portal,
- by contacting the teachers using the student diary to request an appointment,
- by telephoning reception who will make appointments on your behalf.

If you see a # in the parent appointment request column, your son/ daughter's teacher have made a specific request to meet with you during the **Subject Surgery**.

Your **username** for the Information Portal is the **e-mail address** that you currently have registered with the school. A copy of the Information Portal user guide is available from the web site. If you have any problems accessing the portal please do not hesitate to contact the school on 01273 304086.

Yours sincerely

Mr A Duffy  
**Assistant Head teacher**