



Holly Lodge High School

College of Science

Holly Lane
Smethwick

West Midlands

B67 7JG

Tel: 0121 558 0691

Fax: 0121 558 6136

Email: info@holly-lodge.org

Website: www.holly-lodge.org

Headteacher: Mr Paul Shone BA (Hons) MA

Ref: PS/GH/ss

January, 2018

Dear Parent/Carer,

I have pleasure in inviting you to the Year 11 Parents Evening to be held on **Thursday 25th January 2018**. Your son/daughter's report will be available for collection at the beginning of the evening in the Main Hall Block B. You will also be asked to sign a letter from Sandwell Education Authority regarding parental responsibility concerning examination entries. Your son/daughter cannot be entered for subjects unless these forms are signed by parents.

It is essential that the GCSE entry sheets are carefully checked not only regarding examination entries but also for the accuracy of details such as name and date of birth as these details will appear on any certificates which are awarded.

Of course, **the most important part of the evening is the conversations which will take place between teachers, parents and students at this vital stage in Year 11 and it is important that appointments are made with all subject teachers**. Please note that the consultation will run from **4.30pm to 6.30pm**. If the evening cannot be attended please contact the school to make alternative arrangements.

We look forward to seeing you.

Yours sincerely,

Mr P Shone
Headteacher

