



# BELFAST MODEL SCHOOL FOR GIRLS

Principal: Ms P Stuart, B. Ed, PQH NI, M. Ed

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7<sup>th</sup> February 2020

Dear Parent/Guardian

On Friday 14<sup>th</sup> February 2020, there will be Parent Teacher Consultation meetings for Years 8 and 9 students.

To facilitate these meetings, lessons for students in Year 10 – Year 14 will be suspended and these students are to spend the day working at home. Students will be recorded as ‘not required to attend’ and so their attendance record will not be adversely affected.

**Please note:**

**Friday 14<sup>th</sup> February 2020 – Students Year 10 – Year 14 are NOT required to attend school.**

**Students Year 8 and 9 are to attend Parent Teacher Consultation Meetings with their parent/guardians as detailed in previous correspondence.**

**Monday 17<sup>th</sup> February - Friday 21<sup>st</sup> February 2020 NO STUDENTS are required to attend school as this is the half term holiday. Students will return to school on Monday 24<sup>th</sup> February 2020.**

I also wish to take this opportunity to remind parents that appointments during school hours should be kept to a minimum and that all non-urgent appointments are made outside of the school day. I appreciate at times this may be difficult, however, students finish at 2.25 pm on Thursday and Friday which does allow time on Thursday and Friday afternoons for non-urgent appointments.

May I also ask that if you need to speak to a member of staff about your daughter that you contact the school reception by telephone to arrange a meeting. A member of staff will return your call when they become available. Unfortunately, we will not always be able to facilitate you meeting a member of the teaching staff, by just arriving at the school, as staff are usually busy delivering lessons.

We apologise for any inconvenience these arrangements may cause but please be assured that they are made in the best interests of our students. I thank you for your help and support with these matters.

Yours faithfully

P Stuart  
Principal

