

Liverpool Girls' High School

Innovation Excellence Learning



Help Desk Centre 2018 Parent Information and Consent Form

Dear Parent/Caregiver,

The Liverpool Girls' High School "Help Desk Centre" offers help to your child for their homework, research, assignment needs and general subject specific needs. Students who wish to attend must return a permission note before commencing. LGHS "Help Desk Centre" which will operate after school on the following days and times:

Location: Liverpool Girls' High School (Library)
Time: Monday, Tuesday and Thursday 3:15pm to 4:45pm
Cost: FREE

It is expected that students will bring their own homework and assessments to each session. Staff members and university students studying to be teachers will be there to assist and guide students with their work. Students are reminded by their teachers and on assembly about the Help Centre and being able to get help with their school work. The centre provides your child with a safe interruption-free and supportive learning environment.

A list of students attending each session will be taken to ensure attendance and safety of your daughter. If your child normally travels by bus home, you will need to make alternative arrangements for travelling home. A letter can be provided to students to present to a bus driver if your child needs to catch a bus from Liverpool station to get home. *Please indicate below, if you would like a letter provided.*

Your child can attend the LGHS "Help Desk Centre" FREE of charge. All you need to do is **complete the permission slip below** and **return it with your child** to the Front Office – Student Reception Desk.

David Hargrave
PRINCIPAL

✂ **Please detach and return to the Front Office – Student Reception Desk**

My daughter, _____ of Roll Call Class _____ will be attending the LGHS "Help Desk" Centre during 2018 on the following days **Monday / Tuesday / Thursday** (please circle).

- **Subjects** your daughter will mostly need assistance in: _____
- My daughter has the following **special needs** (please provide full details of any relevant medical details):

- **Yes / No** (please circle) my child needs a note in order to catch a bus home after the LGHS "Help Desk" Centre.
- **I do / do not** (please circle) give permission for my child to receive medical treatment in case of an emergency.

Please provide staff at the *Help Centre* with a contact number _____ in case of an emergency

Parent / Caregiver's Signature _____ Date _____

