



**Education Resources  
Executive Director Jim Gilhooly  
Hamilton Grammar School  
Head Teacher: Graeme Sives**

*Successful Learners- Confident Individuals- Responsible Citizens- Effective Contributors*

**Our Ref: JH/JB  
Your Ref:  
If calling ask for: Mrs Haldane  
Phone No: 01698 285777  
Date: 15<sup>th</sup> June 2016**

Dear Parent/Carer

Your son/daughter has intimated their intention to apply for a university place next year.

As you are no doubt aware, the application process is something that requires a great deal of care and attention, as university places are often highly competitive, and many potential students either rush their application, leave it to the last minute, or don't make the most of the opportunity to promote themselves to the best of their ability.

The most effective applications are usually found when parents are fully involved in the process, and are aware of:

- The UCAS form and how to complete it;
- The crucial deadline dates which have to be met on the way;
- The need to investigate the most appropriate courses and universities;
- The costs incurred with different options;
- The importance of the student's personal statement and how this can influence a university's decision;
- How to prepare your son or daughter for interview.

To help you through this process, you are cordially invited to a special UCAS evening for parents, and if possible your child, where there will be a full explanation of the procedure along with the opportunity to ask questions.

**The meeting will be held in the Social Area at the school, at 7pm on Wednesday 7<sup>th</sup> September 2016.**

I look forward to meeting you.

Yours sincerely

Depute Head Teacher  
Pupil Support

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