



**Principal:** Mr Cormac McKinney, BA (Hons), PGCE, M.Ed, PQH (NI)  
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20<sup>th</sup> October 2017

## J1, S1 and S4 PARENT TEACHER MEETINGS

Dear Parent(s) / Guardian(s),

Your son's Parent Teacher Meeting will take place on Friday 27<sup>th</sup> October 2017 at which time you will have the opportunity to meet with your son's teachers to discuss his progress and application and particularly in the case of J1 pupils, how he has settled in from the start of the school year.

Your son's teachers will be available in their classrooms from 9.00am – 12.30pm (break from 10.15am – 10.30am) and from 1.30pm to 3.30pm.

Please note teachers will **not** be available after 3.30pm so you will need to leave sufficient time to make sure you are able to meet each teacher prior to 3.30pm.

Your son will also have been informed if any of his teachers will not be available at certain times during the day and you are asked to consider this when planning your visit.

Your son should accompany you to each meeting and will be able to direct you to his teachers' classrooms. He does not need to wear school uniform.

In addition to your son's teachers - his Year Head, Head of Careers Mr O'Hare, Vice Principal Mr Doyle and other members of the Senior Leadership Team will be available throughout the course of the day if you need to talk with them.

I look forward to seeing you on 27<sup>th</sup> October.

Yours sincerely,

Mr Cormac McKinney  
Principal