



3<sup>rd</sup> November 2017

Dear Parents,

I am writing to you with information regarding the arrangements for the parent teacher meetings to be held on the 16<sup>th</sup> and 23<sup>rd</sup> of November 2017.

To enable the time available to be shared fairly, the pupils have been divided into two equal groups by alphabetical order of surname:

- **THURSDAY 16<sup>th</sup> NOVEMBER – 5:00 pm to 7:00 pm**  
Parents of all pupils with surnames that begin with the letters **A to L**
- **THURSDAY 23<sup>rd</sup> NOVEMBER – 5:00 pm to 7:00 pm**  
Parents of all pupils with surnames that begin with the letters **M to Z**

Please note that Mr. Kelly, Form 1 and 2 History teacher, will be available in the History room from 6:30 until 7:00 pm.

Parents are kindly requested not to bring children to the meeting. If you wish your child to be present at a meeting with the teachers this can be arranged at another time via the school office.

As parking is very difficult it would be preferable for parents to use public transport where possible. If you do come by car please try to avoid blocking in other parents and residents. We look forward to seeing you on either the 16<sup>th</sup> or 23<sup>rd</sup>.

Yours sincerely,

Michael Bayes  
Headmaster