

Coláiste Pobail na Mainistreach
Bóthar na Mainistreach An Port Mór Portlárge X91 PC91
Príomhoide: Michelle Ní Sheafraidh
Leas-Phríomhoide: Colm de Rís
Leas-Phríomhoide: Helen Ní Chonchubhair
Leas-Phríomhoide: Laura Ní Ghiolla Phádraig

Abbey Community College
Abbey Road Ferrybank Waterford X91 PC91
Principal: Michelle Jefford
Deputy Principal: Colm Rice
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4th November, 2019.

Parents / Guardians of 6th year students

Dear Parents / Guardians,

I am writing to remind you that a **Parent / Teacher meeting** for parents of 6th year students will take place on **Tuesday, 5th November from 4.15pm-6.45pm.**

6th year is a crucial year in your child's education and development. This aspect of teacher parent co-operation is vital to the student's progress and we expect a large attendance.

- Please try to meet with all of your child's teachers in the course of the meeting.
- If possible, come to the meeting before 5.00 pm.
- Please try to spend no more than **six minutes** with each teacher.
- Parking is available in the turning circle and on the school Basketball Court.
- Please have the **list of teachers that teach your son / daughter** with you on Tuesday for the meeting. This information is now available on VSware also.

Location: Sports Hall in B1 & GPA in B1

We look forward to meeting with you.

Yours sincerely,

Michelle Jefford

Principal

Please return the lower portion of this notice to your tutor before 5th November.

I will attend the Parent Teacher Meeting.

I will be unable to attend the Parent Teacher Meeting.

Parent signature: _____ Student name: _____