

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

Abbey Community College
Abbey Road Ferrybank Waterford X91 PC91
Principal: Michelle Jefford
Deputy Principal: Colm Rice
Deputy Principal: Helen O'Connor
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15th October, 2019.

Parents / Guardians of 2nd year students

Dear Parent / Guardian,

I am writing to remind you that a **Parent / Teacher meeting** for parents of 2nd year students will take place on **Monday, 21st October from 4.15pm-6.45pm.**

2nd year is a crucial year in your child's education and development. This aspect of teacher parent co-operation is vital for your son's / daughter'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 Monday for the meeting. This information is now also available on VSware.

Location: Sports Hall in B1 & GPA in B1

We look forward to meeting with you on Monday, 21st October from 4.15pm – 6.45pm.

Yours sincerely,

Michelle Jefford

Michelle Jefford

Principal

Please return the lower portion of this notice to your tutor before Monday, 21st October.

I will attend the Parent Teacher Meeting.

I will be unable to attend the Parent Teacher Meeting.

Parent signature: _____ Student name: _____