

Dear Parent,

Re: Parent /Teacher/Student Meetings Coláiste na Sceilge 2015

Parent, student and teacher meetings will take place in the Sports Hall at Coláiste na Sceilge on:

Thursday, 22nd October for surnames M to O'Shea inclusive from 4.15pm to 6.45pm. Parents should arrive no later than 5.30pm to ensure they see all the relevant teachers.

Thursday, 5th November for surnames O'Sullivan to Z inclusive from 4.15 pm to 6.45 pm. Parents should arrive no later than 5.30 pm to ensure they see all the relevant teachers.

Tuesday, 10th November for surnames A to L inclusive from 4.15 pm to 6.45 pm. Parents should arrive no later than 5.30 pm to ensure they see all the relevant teachers.

Please note that students English surnames have been used for the above division.

Teachers are located in alphabetical order around the Sports Hall.

Please note Ms. Josephine McGill, Mr. Maurice Fitzgerald Mr. Brian Spillane and Ms. Mary Devane are on medical leave.

The Principal, Mr. John O'Connor and Deputy Principal, Ms. Ann-Marie Killen will be available throughout and will be happy to answer any questions you might have. There will be a Suggestion/Comment Box in the Hall and as a major partner in Coláiste na Sceilge we will be happy to hear from you.

We have changed from ePortal to VSware and will contact you shortly with details re logging on to this system and accessing your son/daughter's data. We regret that we have been unable to set this up sooner.

If you have not been receiving regular communication from the school via text you should also inform Ms. Killen.

To ensure the above meetings are of the greatest benefit to parents, students and teachers we wish to make you aware of the following:

- Parents should register on arrival and pick up a blank report card for their son or daughter which should be completed as they meet the respective teachers.
- Pupils should accompany their parents to the meeting.

- The presence of the three key parties in education: teacher, student and parent will ensure worthwhile and clear communication taking place and prevent the confusion that can arise if the student is not present.
- Should a parent or teacher wish to communicate something of a private nature the student can be asked to stand aside for a moment.
- If for any reason your son/daughter is unable to accompany you please ensure you have a list of their teachers.

Teas and coffees will be available in the hall during the meetings.

We realise that having your son/daughter accompanying you to the meetings may be inconvenient, however, we believe that their presence will make for a more worthwhile and meaningful meeting for all the parties.

Unclaimed clothing and equipment will be on display in the lower mall throughout all the meetings. Items still unclaimed by November 7th will be sent to the local charity shop.

We look forward to your co-operation and seeing you all.

Yours faithfully,

John O'Connor,
Principal.

Ann-Marie Killen,
Deputy Principal.

21st October 2015