



Scoil Mhuire Secondary School

Convent of Mercy, St Oran's Road, Buncrana, Co. Donegal

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Principal: Ms Evelyn McLoughlin

Deputy Principals: Ms Lorna Barron, Ms Laura Corbett & Mr Micheál Clancy

5th November 2025

For Parent(s)/Guardian(s),

We look forward to seeing you at tomorrow's parent-teacher meeting for your son/daughter which is scheduled from 4:15-6:45pm. We hope that you find the time spent with each teacher a useful experience in adding to the information you have regarding how your child is progressing in our school.

The purpose of a Parent Teacher Meeting (PTM) is to ensure a good working relationship between both the parent/guardian and the teacher to achieve optimum learning outcomes for each student.

Due to the brief time available for each parent and teacher to talk about each student, we ask you kindly to observe the following guidelines:

1. On arrival, please sign in at the front desk outside the Assembly Hall.
2. Please bring any helpful documentation with you: list of the relevant teachers' names and subjects. Otherwise use the school report provided on the day to guide you as to the teachers you should meet with.
3. A map will be provided outlining where teachers are positioned in the hall.
4. Signage will be placed above each table to let you know the names of the teachers.
5. Check that you are in the correct line before queuing to see a teacher. Some of our staff members share the same surname, so it will be useful to know if it is Ms X the science teacher or Ms X the French teacher. Students and staff members will be happy to help if you have any questions.
6. When you meet the teacher, please introduce yourself and state the name and class of your son/daughter. Teachers can sometimes find it hard to remember a face on such occasions even if they have met you before.
7. Because of the large number of people present at parent-teacher meetings, conversations may not be very private. If an issue arises that you would prefer to discuss privately, please inform the teacher and arrange an appointment for a later date.
8. Parent-teacher meetings allow for a short input from the teacher and brief comment from parents. Any issue needing more time should be dealt with through the normal appointment system.
9. If an issue arises that is confrontational, try to address it in a manner that is respectful of all concerned. If you are unhappy with how an issue is dealt with, you may make an appointment to discuss the matter further on another occasion or seek a meeting with the Principal/Deputy Principal.
10. All participants in the meeting should deal respectfully with each other. If this does not occur, the meeting will be terminated and rescheduled.

Scoil Mhuire Board of Management