



St Patrick's Primary School

75 Mullinahoe Road Ardboe BT71 5AU

Principal: Mr. Joe Canavan

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Parent-Teacher Meetings 2023/24

Dear Parent/Guardians,

Parent-Teacher meetings will take place during the week of **Monday 23rd to Friday 27th of October**. These meetings are an opportunity to speak with the class teacher to discuss your child's progress and to establish a positive relationship between home and school. We want to promote positive outcomes for you, your child and the school. To ensure this we ask that parents/guardians respect members of the school community and ensure all meetings are cordial and respectful.

Parents will have an appointment slot for a 10-minute interview for each child. These meetings should be brief and confidential. Teachers/parents will be asked to adhere to the 10-minute slot allocated to accommodate everyone. Children are NOT to attend these meetings.

Scheduling all these meetings can be very challenging for administrative staff. The school has decided to introduce a new appointment booking system to avoid conflicting schedules to cater for everyone's busy itineraries. There will be a choice of **face-to-face meetings** in the school **or** receiving a **telephone call**. Some parents may prefer a meeting by telephone for work, travel and other reasons. Parents who prefer to have a meeting via telephone will be asked to indicate a preferred contact number for the meeting.

Key features of the booking system

- The booking system will allow you to see available slots and to choose your preferred appointment, day and time with your child/children's teacher.
- Meetings will take place through the week with slots that are still available and visible in the booking system for you to select.
- Parents with a number of children, are advised to book early to ensure you are able to book slots that are close together with your children's different teachers.
- Parents **must** book an individual appointment time for each child.
- Parents will receive an email confirming the appointments.
- **The release date for bookings will be Friday 6th October at 6 pm.**

The booking options open information will be issued via our Schools NI App.

The school will **close early on Thursday 26th at 1pm** (dinners/lunches will be served as normal) and will be **closed all day on Friday 27th** to facilitate these parent meetings. Please note due to P7 Booster Club there will be no slots available on Monday 23rd for Mrs Harte or Mr Lavery. Should you have any further questions, please contact the school.

Yours sincerely,

J Canavan

Principal

Together We Pray, We Play, We Learn, We Grow.