



St. Louis Grammar School

Principal Mr Sean Rafferty B.Ed, M.Ed, PQH (NI)

Cullybackey Road
BALLYMENA
BT43 5DW

February 2018

Dear Parent/Guardian

We would like to remind you of the Parent/Teacher meeting for Year 10 and 11 pupils on **Friday 16th March 2018**, to discuss pupil progress this term. **Year 8, 9 and 12 pupils are not required to attend school on this date but will be marked present.**

We have had to rearrange our Parent/ Teacher Meeting to facilitate some teaching union actions. We appreciate that the new arrangements during the school day will cause a degree of inconvenience to you as parents, but feel that we have no alternative. We place a high degree of value on these face to face meetings and are keen to have a high parental representation.

This meeting will take place in the Sports Hall and adjacent classrooms and students are expected to accompany their parents in full school uniform to this meeting.

Please enter via new Fitness Suite Reception.

Please see layout below: -

8.50am – 11.45am	Registration/class as normal for Years 10, 11, 13 and 14 <u>Year 13/14 may leave after lunch or use school Study facility which will operate as normal</u>
11.45am – 12.15pm	LUNCH (Canteen Lunch available for all students)
12.15pm – 2.00pm	Year 10 Parent/Teacher Meeting-including discussion of subject options for GCSE <u>Year 10 pupils may go home afterwards</u>
2.00pm – 3.30pm	Year 11 Parent/Teacher Meeting

Year 11 pupils will take part in a GCSE R.E. Revision Session between 12.15pm – 2.00pm in the Assembly Hall. **All Year 11 pupils are expected to be present at this event.** School buses will operate as normal on this day.

Reminder that school will be closed on Monday 19th March for St Patrick's Day Holiday.

We would like to remind parents that it is school policy when a pupil has to leave early for an appointment etc. that they must have a note in their planner from a parent/guardian. This note must then be authorised by the pupil's Form Teacher, Year Head or a Senior Teacher before signing out at the School Office. Please refrain from telephoning the School Office to arrange this unless in an emergency.

Please contact the school if you require any further details and we look forward to your attendance on 16th March.

Yours faithfully

Mr S. Rafferty
Principal

