



KILLINA PRESENTATION SECONDARY SCHOOL
Rahan, Tullamore, Co. Offaly

Transition Year Parent Teacher Meeting
Monday 1st Feb 4.15-6.45

Dear Parent(s) / Guardian(s),

Please note that the parent-teacher meeting for parents of Transition Year students will take place on Monday 1st Feb. Parents are requested to arrive in good time if they wish to meet with all the teachers.

The Principal, Deputy Principal and Year Head will be available should you wish to meet with them.

The purpose of the meeting is to enable parents to discuss with teachers the progress and general behaviour of their son/daughter. So that you (and other parents) will not be unduly delayed, please keep consultations to less than five minutes. Please remember to fill the list of your son/ daughters teachers and subjects on the reverse of this page and bring this list with you to the meeting.

We look forward to seeing you Monday.

Yours sincerely,

**John Cotter,
Principal**