



Holy Trinity College

9-29 Chapel Street
COOKSTOWN
Co Tyrone
BT80 8QB

Principal: Mrs I Russell BA (Hons) MTD PQH (NI)

A Specialist Sports and English Academy

6 February 2019

Dear Parent / Guardian

I write to inform you that the Year 9 Parent Teacher Meeting has been scheduled for **Friday 15th February 2019**.

We know you understand how **important it is for you to attend this event** as it will provide you with an opportunity to speak personally to teachers and have an overview of how your son / daughter is progressing. **To this end it is imperative that all pupils have parental representation at the event.**

This year **the meetings will take place from 10.00am – 12.00 noon** (approximately) in the College Assembly Hall and pupils are requested to accompany their parents to the event.

Thank you once again for your continued support and we look forward to seeing you on **Friday 15th February 2019**.

In addition, the College Mid-Term Break will occur from **Monday 18th February - Friday 22nd February** inclusive.

The College will re-open for all pupils on **Monday 25th February 2019**.

Yours sincerely

Patricia Maynes

Mrs P Maynes
Head of Year 9



REPLY SLIP

Please reply by Wednesday 13th February 2019.

I, the Parent/Guardian of _____ in class _____

will be able to attend

will not be able to attend (please tick relevant box)

Signed: _____ Parent / Guardian _____