



Monday 10th February 2025

Dear Parent/Guardian,

As we approach the upcoming 2nd Year Parent-Teacher Meeting on **Thursday, 13th February, 2025** I would like to offer you the opportunity to review the current supports in place for your child regarding their additional educational needs.

I understand that the Parent-Teacher Meetings can be a busy time, with many teachers to meet on the night. To accommodate this, I am available for short meetings (approximately 20 minutes) in the days before and after the scheduled Parent-Teacher Meetings.

I am happy to facilitate meetings in a format that best suits you, whether that be via phone call, online meeting, or face-to-face in person. Please contact me with your preferred **meeting option, day & time** by email at **porourke@ourladystemplemore.ie** or by calling the school at **0504 31299**.

Kind regards,

Yours sincerely,

Peter O'Rourke

Additional Educational Needs (AEN) Coordinator
Our Lady's Secondary School

Cc: 