



SAINT MARY'S PRIMARY SCHOOL & NURSERY UNIT

Principal: Mr P Gilchrist

E mail: pgilchrist570@c2kni.net

Telephone: 028427 28278

53, Windmill Hill
Portaferry
Co. Down
BT 22 1RH

2nd February 2026

Dear Parent(s)

I am writing to inform you that Mrs Dorrian is currently absent from school. Mrs AM Smyth will be teaching the class for this coming week. Consequently, Mrs Dorrian is unable to conduct the parent–teacher meetings scheduled after school from Monday to Thursday of this week.

For those who have an appointment scheduled for Friday, 6th February 2026, please be aware that Mrs Dorrian is currently hopeful that these meetings may proceed as planned. I will provide a further update later in the week to confirm whether this will be possible.

All postponed meetings will be rescheduled upon Mrs Dorrian's return to work, and new appointment times will be communicated to you as soon as they are available.

Thank you for your understanding and cooperation.

Should you require any further information, please do not hesitate to contact the school office.

Yours sincerely,

Mr P Gilchrist
Principal