



4th February, 2022

Dear 1st Year Parents/Guardians,

The 1st Year Parent-Teacher meeting will take place **on-line** through our virtual school platform, Google Meet. **We invite you to attend the meetings so you can partake in a review of your daughter's progress to date.**

- The meeting is on **Tuesday 1st March 2022** as per school calendar, from 4.15pm - 6.45pm.
- School finishes at 3.15pm, giving an hour for students to make their way home and help you to get set up.
- Should students require the loan of a school ChromeBook for the afternoon, they can arrange this through their Year Head.
- Parent(s)/guardian(s) will log on to **the student's school Gmail account** and, following a schedule provided by school, click on the teachers' Google Meet links at allotted times.
- Meetings are capped at **4 minutes** and will be scaffolded by a reflection sheet that students have worked on in class with their teacher.
- **If a parent misses a time slot it cannot be redeemed later in the evening.**
- Conversations will be focussed on student engagement, progress to date and steps to take for future learning.
- Meeting protocols will be in line with our Acceptable Use Policy and all parties will be reminded of these in advance of the meeting.

**The parent-teacher meeting requires some pre-meeting preparation stages by all.
Please read the following set up instructions carefully.**

Stage 1: Steps for Parent(s)/guardian(s):

1. You will need to log on to VShare (olschool.vshare.ie) and do the following:
 - a. Click on your daughter's name.
 - b. Click on Personal Info: **Learn More**.
 - c. Select **School** from the available tabs.
 - d. Copy down your daughter's **VShare ID** number.
2. **From Friday February 4th (today)**, use this link to access an on-line scheduling portal (PTMOrganiser): <https://ptmorg.com/parentlogin.php?School=60860Q>

Templeogue Road, Terenure,
Dublin 6w, D6WKF44

T: 01 490 3241
F: 01 492 2511

E: principal@olschool.ie
W: www.olschool.ie

Principal:
Marguerite Gorby

Deputy Principals:
Stephen Rhatigan, Aoife Ronan

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

Student ID:

3. Enter the information required on the screen:
 - a. The school roll number (60860Q) should be already visible - insert if not.
 - b. Insert your daughter's VSware ID (explained above).
 - c. Click: Log in.

4. Your daughter's subjects and teachers will be listed on the screen.
 - a. Enter #1 next to the teacher you wish to see most (the teacher whose feedback for improvement is needed most), #2 for the next teacher, and so on, numbering the teachers in order of the preference you wish to see to see them.
 - b. **Enter 0** if you do not wish to have an appointment for that subject / teacher.
 - c. **If you cannot attend the meeting**, select that option at the bottom left of the screen.

Demonstration School
Parent / Guardian Teacher Meeting on 30 Nov 2017
1st Year

Student: MOLLY PHILLIPS

You invite you to make appointments with the teachers listed below.
Please request appointments in order of preference, starting 1,2 etc.
Please enter 0 if you do not wish to meet a teacher.

Class	Teacher	Preference
Art, Craft, Design	MS MCCORMICK	1
English	MR PERRE	1
French	MR PRENTICE	1
Games	MR TICHE	0
Geography	MS JONES	0
History	MS GIBBEN	1
Home Economics	MS JONES	0
IT	MR BLUNDEN	0
Mathematics	MS HEADLIP	0
Music	MR HEWNEY	0
PE/Sport	MR PRENTICE	0
Science	MS HEADLIP	0
Spanish	MR DUFFY	0

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

5. The scheduling portal will remain open for you to insert your preferences **from today, 4th February to Monday 7th February**. It will not be possible to insert preferences after this date.
6. Please note that due to time constraints at the meeting, and as some teachers teach more than one class, it may not be possible for you to see all of your daughter's teachers during the parent-teacher meeting time frame.

Stage 2: Steps for school administration:

1. The school will run the system which generates the meeting schedules for parent(s)/guardian(s) and teachers to create the best possible, fair outcome for all.
2. Parent(s)/guardian(s) will be notified of their schedule for the meeting by Monday 14th February, with instructions, via the school app.

Further instructions will follow nearer the meeting in terms of protocols on the day.

We look forward to facilitating this parent-teacher meeting in a new format so that a quality review of your daughter's academic progress to date can occur and so that your daughter will be clear about how she can make improvements to enable her to reach her target grades. I wish your daughter every success this year in her academic studies.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'M Gorby', with a horizontal line underneath.

Marguerite Gorby
Principal