



22nd September, 2022

Dear 6th Year Parents/Guardians,

I hope that you and your families are keeping well.

Your daughters have settled back very well this year and are very focused on their school work. To assist their academic progress after school study is available and each 6th Year student has been given an academic mentor to help them review their studies and advise them where necessary on their academic progress. They also have an academic tracking booklet to help them set goals and targets and to review their academic progress.

6th Parent, Student & Teacher Meeting details:

- The meeting is on **Monday 3rd October 2022** as per school calendar, from 4.15pm - 6.45pm.
- **This meeting is in-person in the OLS Sports Hall.**
- As is practice, our **6th Year students will attend the meeting with their parent(s)/guardian(s).**
- You will be invited to a scheduled meeting slot at a specific time with each teacher.
- Meetings are capped at **5 minutes** and will be scaffolded by a reflection sheet that students will already have worked on in class with their teacher.
- **If a parent & student miss 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.
- **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.** Please be judicious about the teachers you arrange meetings with. If you are happy with your daughter's progress there is no need to make an appointment.
- If your daughter has one teacher for 2 subjects the system will only allocate you 1 meeting session. If you require additional time this can be requested and will be allocated at a later date.
- Additional remote meeting slots may be available at a later date if you need to meet a teacher who was fully booked on the night.

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Principal:
Marguerite Gorby

Deputy Principals:
Stephen Rhatigan, Aoife Ronan

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

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

1. You will need to log on to VSware (**olschool.vsware.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 **VSware ID** number.
2. **From Thursday September 22nd**, use this link to access an on-line scheduling portal (PTMOrganiser): [PTMO Parent/Guardian Login](#)
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.



The screenshot shows a web form titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". Below the title is a horizontal line. The form contains two input fields: "School Roll Number:" with a placeholder "xxxxxx" and "Student ID:" with a placeholder "yyyyyyyy". A "Login" button is located below the input fields.

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, #2 for the next teacher, and so on, numbering the teachers in order of the preference you wish to see to see them.
 - b. An entry of 0 means you do not wish to have an appointment for that subject / teacher.

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 360 if you do not wish to meet a teacher.

Class	Teacher	Preference
Art, Craft, Design	MS MCDERMOTT	1
English	MR PERRO	1
French	MR PRENTICE	1
Games	MR TOHE	0
Geography	MS JONES	0
History	MS O'BRIEN	1
Home Economics	MS JONES	0
IT	MR RAVANAGH	0
Mathematics	MS HEADLIP	0
Music	MS REAPNEY	0
Physical	MR PRENTICE	0
Science	MS HEADLIP	0
Spanish	MR DOYLE	0

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

5. **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.** Given the importance of this parent-teacher meeting in your daughter's Leaving Certificate year, we will endeavour to arrange an alternative date and time that suits the teacher's timetable for you to meet with them **if it is not possible to do so on the day of the official meeting due to the schedule the system has generated.**
6. The scheduling portal will remain open for you to insert your preferences **from today, 22nd September, to Monday 26th September.** It will not be possible to insert preferences after this date.

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 Friday 29th September, with instructions, via the school app.

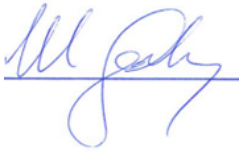
Stage 3: Student and teacher preparation:

1. Each student will be given a Parent-Teacher Meeting Reflection sheet/Google Form per subject by their subject teacher. Students will be asked to complete this at home or during class time. This document allows each student to review progress to date and what improvements are needed to achieve target grades.
2. Students and teachers will have a copy of this sheet at the meeting.

We look forward to facilitating this scheduled parent-teacher meeting in person so that a quality review of your daughter's academic progress to date can occur. Following this meeting it is important that your daughter will be clear about how she can make academic 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', written over a horizontal blue line.

Marguerite Gorby
Principal