



**OUR
LADY'S
SCHOOL**
TERENURE



Remote Parent Teacher Meeting Protocols for All

In Our Lady's School we are committed to working together to maintain a workplace environment that encourages and supports the right to dignity at work. As stated in our school's Acceptable Use Policy, users of our school's platform must not intentionally cause offence to another person and must demonstrate respectful etiquette at all times.

Parents are invited to attend the virtual 6th Year/Teacher Meeting with their daughter and are advised that meetings with individual teachers will be scheduled and can take no longer than **5 minutes, as per schedule**. Missed time slots cannot be redeemed later in the evening.

Parents & students are asked to choose a neutral, quiet venue with a suitable background where they will not be disturbed for the duration of the meeting.

Parents are to use their daughter's school Gmail account, with their daughter, to access the Meet links for each teacher at the allocated time. **Links are available on the same platform you used to book your appointment slots. Click on:**

<https://ptmorg.com/parentlogin.php?School=60860Q>

You will need your daughter's VSware ID number to sign in, like the last time.

Cameras must be switched on when you join the meeting. Please check your device for camera and microphone functionality before the meeting takes place.

Any persons attending the meeting should be identified at the start of the meeting and be visible to the camera.

Parents are reminded that they are not permitted to record or take photographs of the meetings. Please feel free to take notes.

Meetings will follow a similar format: student engagement, student progress, areas for improvement.

Follow up calls can be made, where necessary, should 5 minutes prove insufficient for the issues under discussion.

If the system was not able to schedule you to see all of your requested teachers due to the number of students they teach, 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 later in the week. Your daughter will be given the time to arrange with you.