



15th October, 2021

Dear 3rd Year Parents/Guardians,

This year the 3rd Year Parent-Teacher meeting cannot proceed as usual due to public health guidelines. Instead the consultation will take place **on-line** through our virtual school platform, Google Meet. **We invite you to attend the meetings with your daughter so you can both partake in the review of her progress to date.**

- The meeting is on **Tuesday 2nd November 2021** as per school calendar, from 4.15pm - 6.45pm.
- **3rd Year students are invited to attend the meeting with their parent(s)/guardian(s). If parent/student prefers that the parent attends solo, that is fine, although we would encourage all to take the opportunity to attend together!**
- School finishes at 3.15pm, giving an hour for students to make their way home and get set up.
- Should students require the loan of a school ChromeBook for the afternoon, they can arrange this through their Year Head, Ms Kelly.
- Parent(s)/guardian(s) and students 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 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.
- Meeting protocols will be in line with our Acceptable Use Policy and all parties will be reminded of these in advance of the meeting.
- As 3rd Year students study 13 subjects and because a lot of teachers teach more than one group/subject:
 - **It is NOT possible for all parents to meet all of their daughter's teachers.**
 - **We are using a scheduling platform to arrange the appointments.**
 - **You will be invited to identify your order of preference for the teachers you most need to meet to maximise your chances of seeing these teachers.**
 - **Please be judicious about the teachers you arrange meetings with. There is no necessity to meet every teacher if you are happy with your daughter's progress in a particular subject.**

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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 set up instructions 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 Friday October 15th**, use this link to access an on-line scheduling portal (PTMOrganiser): <https://ptmorg.com/parentlogin.php?School=60860Q>



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

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, #2 for the next teacher, and so on, numbering the teachers in order of the preference you wish to see to see them.
 - b. **Please be judicious about the teachers you arrange meetings with. There is no necessity to meet every teacher if you are happy with your daughter's progress in a particular subject.**
 - c. An entry of 0 means you do not wish to have an appointment for that subject / teacher.
 - d. **If you cannot attend the meeting**, select that option at the bottom left of the screen. Your daughter's Year Head will be in touch.

Demonstration School
 Parent / Guardian Teacher Meeting on 30 Nov 2017
 5th Year

Student : MOLLY PHILLIPS

We invite you to make appointments with the teachers listed below.
 Please regard appointments in order of preference, starting 1.0 pm.
 Please enter 240 if you do not wish to meet a teacher.

Class	Teacher	Preference
All Craft Design	MS MCCORMICK	1
English	MR PERRO	1
French	MR PRENTICE	1
Games	MR TORRE	0
Geography	MS JONES	0
History	MS O'BRIEN	1
Home Economics	MS JONES	0
IT	MR KAVANAGH	0
Mathematics	MS HEADLIP	2
Music	MS ROONEY	1
PE/Sports	MR PRENTICE	0
Spanish	MS HEADLIP	0
Teaching	MR DOYLE	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, 15th October, to Tuesday 19th October. 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 October, 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,



Marguerite Gorby
 Principal