



5th November, 2021

Dear 5th Year Parents/Guardians,

This year the 5th 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 **Monday 15th November 2021** as per school calendar, from 4.15pm - 6.45pm.
- **5th Year students are to attend the meeting with their parent(s)/guardian(s).**
- 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.
- 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 **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.
- 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 VSware ([olschool.vsware.ie](https://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.

Templeogue Road, Terenure,  
Dublin 6w, D6WKF44

T: 01 490 3241  
F: 01 492 2511

E: [principal@olschool.ie](mailto:principal@olschool.ie)  
W: [www.olschool.ie](http://www.olschool.ie)

**Principal:**  
Marguerite Gorby

**Deputy Principals:**  
Stephen Rhatigan, Aoife Ronan

2. From Friday November 5th (today), use this link to access an on-line scheduling portal (PTMorganiser): <https://ptmorg.com/parentlogin.php?School=60860Q>

**Parent Teacher Meeting Organiser**

**Parent / Guardian Login**

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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. Your daughter's Year Head will be in touch regarding feedback.

**Demonstration School**

**Parent / Guardian Teacher Meeting on 30 Nov 2017**  
8th Year

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Student : MOLLY PHILLIPS

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We 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	Mrs MCCREIGHT	1
English	MR PERRIS	1
French	MR PRENTICE	1
Games	MR TROSE	0
Geography	Mrs JONES	0
History	Mrs DIBBEN	1
Home Economics	Mrs JONES	0
IT	MR RAMMOUGH	0
Mathematics	Mrs HEALUP	2
Music	Ms HEWNEY	0
Physical	MR PRENTICE	0
Science	Mrs HEALUP	0
Spanish	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, 5th November, to Monday 8th November. 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.** Given the importance of this parent-teacher meeting in your daughter's Leaving Certificate programme, 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.**

**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 12th November, 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', written over a horizontal line.

Marguerite Gorby  
Principal