



17th October, 2024

Dear 5<sup>th</sup> 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. They also have an academic tracking booklet to help them set goals and targets and to review their academic progress.

## 5th Parent, Student & Teacher Meeting details:

- The meeting is on **Tuesday 5th November 2024** as per school calendar, from 4.15pm 6.45pm.
- This meeting is in-person in the OLS Sports Hall.
- As is practice, our **5th 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 **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.
- 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.
- If you would like an appointment with your daughter's Career Guidance teacher, please email <u>admin@olschool.ie</u> to request this.

# The parent-teacher meeting requires some steps to complete prior to the meeting.

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

## Please read the following information 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. Use this link to access our on-line scheduling portal (PTMOrganiser): <u>PTMO</u> <u>Parent/Guardian Login</u>
- 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.

Parent Teacher Meeting Organiser						
Parent / Guardian Login						
School Roll Number:	2000000					
Student ID:	איייייייי					
Lo	gin					

- 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.

Student: MOLL If PHILLIPS   Vite invite per in male appointments with the leastern least leaster.   Person request appointments with the leastern leasting 1,3 etc.   Person request appointments in order of performance leading 1,3 etc.   Person request appointments in order of performance.   AL Call Design ALL DOCEMENT 1   Person appointments in performance.   AL Call Design ALL DOCEMENT 1   Person APP PERSON 2   Person APP PERSON 2 <th></th> <th colspan="6"></th>							
Please request appointments in antien of preference, intering 1.3 etc. Please with 24r5 Tryou do tot with its meets a fraction. Eless     Preschar     Preference       A4, Cault Design A43 McDBRachtT     1       Explain     MP FIDRINS     1       Vesses     MP FIDRINS     0       Vesses     MP FIDRINS     0       Mark     MP FIDRINS     0       Mark     MP FIDRINS     0       Mark     MP FIDRINS     0		Student : MOLLY PHILLIPS					
Please ether 2erb Fryou do tot with to meet a feacher. Ethers Freedow Michael President Freedow Freed	-	incite you to make an	paintmants with the l	inentaria latarda	airs.		
Effects Feachur Feachur   A.A. Calla Design MAL MCDERsubtit 1   Exglain MF FERRID 1   Pressinh MF FERRID 1   Doarnie MF FERRID 0   Georgentry MAL JORDES 0   Heiner Filternerminulation ACMERIA   Maller MF RUMMONIQUE 0   Doarnie MF RUMMONIQUE 0	Fas	a report appointme	ania is under of produ-	eres stating it.	J who.		
Effects Feachur Feachur   A.A. Calla Design MAL MCDERsubtit 1   Exglain MF FERRID 1   Pressinh MF FERRID 1   Doarnie MF FERRID 0   Georgentry MAL JORDES 0   Heiner Filternerminulation ACMERIA   Maller MF RUMMONIQUE 0   Doarnie MF RUMMONIQUE 0		Status and a last	Further for some time	NAME & BOARDAN			
A.S. Cault Design McS MCDERINGTT 1 Explain MP FERRIS 1 Feedback MP FERRIS 1 Feedback MP TORE 0 Comparing MS JORES 0 Ferring Reservation MS JORES 0 Home Reservation MS JORES 0 Mark MS REVENDED 0 Mark MS REVENDED 0 DeMADe MS PREATURE 0 DeMADe MS PREATURE 0							
Explain MP PERMID 1 Pression MP PERMITICE 1 Domine MP TOORE 0 Oungestry MILCONES 0 History MILCONES 0		Cisco	Teacher	Praferance			
Pressión MP PREATIGE 1 Outrine MP Tronett 0 Grupperen MS JORDES 0 Herrory MG Ordelbin 7 Plene Exercence MA JORDE 0 Materialite MS PERATUR 0 Materialite MS PERATUR 0 Materialite MS PERATUR 0 Materialite MS PERATUR 0		A4, Cieff, Deni	ME MODERWOTT	1			
Outrine MP TORIE 0   Outgreenty ALL_CARES 0   Henry ALL_CARES 0   Henry ALL_CARES 0   Henry ALL_CARES 0   Hanna ResourceseMLAL_CARES 0   Hanna MERCENDER 0   Mark ALL_HERCENDER 0   Mark MP REAMULT 0   Damine MP REAMULT 0   Damine MP REAMULT 0		Englieh	MPI FERRID	1			
Outries MP TOHE 0   Graph with JOARS 0   Harry MD OthER 0   Harry MD OthER 0   Harry MD OthER 0   Harry MD HONORIAL 0   Harry MD HONORIAL 0   Materialitie MD HONORIAL 0   Materialitie MD HONORIAL 0   Materialitie MD HONORIAL 0   Damon MD HONORIAL 0   Damon MD HONORIAL 0   Damon MD HONORIAL 0		Pressh	MP PRENTICE				
Harry And Orderbin 7 Hana Elementaria ALCARE 0 Inter Mit Revenues 1 Autorenation And HoleAbur 0 Matternation And HoleAbur 0 Matternation And HoleAbur 0 Dealerbin 1 Dealerbin 1 Dea				0			
Herma Electronical AD JOHES				the second se			
Nation MP RAVISORIAL CO Adamentation ALE HERAELIP S Music Noto REVIEWED 4 Pindigen AMP INTERESTOR CO Science NOT HERAELIP CO							
Mathematike MD HERADUP 2 Matik MS HERAPSET 4 Pedgen MS PERSTOR 0 DOMOS MS HERADUP 0							
Mulais Mo españolos 4 Paligios MR PRENTOS 0 SORIO: MS HEASLIF 0							
Paligon MPTRETO( )							
DIRANGA MID HERATLAP 0							
				_			
	-						
	I am an able to allow				I will attend the		
I will attend the	I am unable to attend				meeting. Please save		

- 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.
- 6. The scheduling portal will remain open for you to insert your preferences from today, 17th October, to 9am 22nd October (Tuesday). 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 before midterm, 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,

M 6th

Marguerite Gorby Principal