



10th October, 2022

Dear 3rd 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 for those who feel that they could benefit from this structured study support. 3rd Years also have an academic tracking booklet to help them set goals and targets and to review their academic progress.

### **3rd Year Parent/Teacher Meeting details**

- The meeting is on **Tuesday 18th October 2022** as per school calendar, from 4.15pm - 6.45pm.
- This year parents will attend in person in the Sports Hall.
- 3rd Year students will not be attending the meeting.
- 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 misses 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.
- As 3rd Year students study 13 subjects and because a lot of teachers teach more than one group/subject, please note that:
  - 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.

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

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

### 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.
2. **From today, Monday October 10th**, 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, #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

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Student : MOLLY PHILLIPS

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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	Mrs MCCORMICK	1
English	MR FORBES	1
French	MR PRENTICE	1
Gaines	MR TORRE	0
Geography	Mrs JONES	1
History	Mrs O'BRIEN	1
Home Economics	Mrs JONES	1
IT	MR KAVANAGH	0
Mathematics	Mrs HEADLIP	2
Music	Mrs KEENE	1
PE/Sports	MR PRENTICE	0
Science	Mrs HEADLIP	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, 10th October, to Wednesday 12th 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 14th October, with instructions, via the school app.

We look forward to facilitating this parent-teacher meeting so that a quality review of your daughter's academic progress to date can occur and so that you 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