



29th September, 2021

Dear 6th Year Parents/Guardians,

I hope that you and your families are keeping well.

Many thanks for all your support helping us settle the students back to school in the new norm. We really appreciate your continued adherence to the Covid protocols ensuring that students are not sent to school when they have symptoms. All of this helps to make OLS a safer place for the whole community.

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 and each 6th Year student has been given an academic mentor to help them review their studies and advise them where necessary on their academic progress.

6th Year Parent, Student & Teacher Meeting

This year the 6th Year Parent, Student & 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. Your daughter will assist you in navigating through this process! There are important steps for both parent(s)/guardian(s) and students to take in order to prepare for this event so please read this letter carefully.

Parent, Student & Teacher Meeting details:

- The meeting is on Monday 11th October 2021 as per school calendar, from 4.15pm - 6.45pm.
- As is practice, our **6th Year students will 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, Ms Forbes. Relevant permission forms will need to be signed by parents and students in advance of the PT meeting.
- Parent(s)/guardian(s) and 6th Year 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.

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Principal:
Marguerite Gorby

Deputy Principals:
Stephen Rhatigan, Aoife Ronan

- **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 carefully.**

Stage 1: Steps for Parent(s)/guardian(s):

1. You will need to log on to VShare (**olschool.vshare.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 **VShare ID** number.
2. **From Thursday September 30th**, use this link to access an on-line scheduling portal (PTMOrganiser): <https://ptmorg.com/parentlogin.php?School=60860Q>
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 VShare ID (explained above).
 - c. Click: Log in.

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

Student ID:

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.

Demonstration School
Parent / Guardian Teacher Meeting on 30 Nov 2017
1st Year

Student: MOLLY PHILLIPS

We invite you to make appointments with the teachers listed below.
Please request appointments in order of preference, starting 1,2 etc.
Please enter 360 if you do not wish to attend a teacher.

Class	Teacher	Preference
Art, Craft, Design	MS MCDERMOTT	1
English	MR PERRO	1
French	MR PRENTICE	1
German	MR TOHE	0
Geography	MS JAMES	0
History	MS O'BRIEN	1
Home Economics	MS JAMES	0
IT	MR RAVANAGH	0
Mathematics	MS HEADLIP	0
Music	MS REAPNEY	0
Physical	MR PRENTICE	0
Science	MS HEADLIP	0
Spanish	MR DOYLE	0

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

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. 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 **if it is not possible to do so on the day of the official meeting due to the schedule the system has generated.**
6. The scheduling portal will remain open for you to insert your preferences **from tomorrow, 30th September, to Sunday 3rd 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 8th October, with instructions, via the school app.
3. All parties will be reminded of the meeting protocols that will be in place in line with our Acceptable Use Policy.

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.

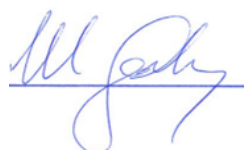
Stage 4: The Parent-Teacher Meeting:

1. Students and parent(s)/guardian(s) will sit together in a neutral, quiet venue with a suitable background where they will not be disturbed for the duration of the meeting.
2. Students and parent(s)/guardian(s) will use a suitable device for the meeting (not a phone - students may borrow a school ChromeBook if necessary - explained earlier).
3. Students and parent(s)/guardian(s) will check the camera and sound on their device in advance of the meeting.
4. Students are responsible for logging on to the meetings from their school GMail account and for keeping to the time limits of each meeting.
5. **If a parent/guardian & student miss a time slot it cannot be redeemed later in the evening.**
6. When students click on a link to join a meeting, they wait to be admitted to the Meet by the teacher.
7. The meeting must end on or before the 5 minute limit. In the unlikely event that 5 minutes proves insufficient for the issues under discussion, arrangements for follow up calls can be made if necessary.
8. Under no circumstances can meetings be recorded in any format, however, as usual, parent(s)/guardian(s) and students are encouraged to take written notes if they wish.

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 'Marguerite Gorby', written over a horizontal line.

Marguerite Gorby
Principal