



6th February 2024

Dear 1st Year Parents/Guardians,

I hope that you and your families are keeping well.

Your daughters have settled into OLS very well and are very focused on their school work. Please see information below regarding their Parent Teacher meeting.

1st Year Parent & Teacher Meeting details:

- The meeting will take place on **Tuesday 20th February 2024** as per school calendar, from 4.15pm - 6.45pm.
- **This meeting is in-person in the OLS Sports Hall.**
- 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 you 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.
- If you would like an appointment with your daughter's Career Guidance teacher, please email admin@olschool.ie to request this.

Please read and follow the following steps 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.

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

- d. Copy down your daughter's **VSware ID** number.
2. **From Tuesday February 6th**, use this link to access an on-line scheduling portal (PTMOrganiser): [PTMO Parent/Guardian Login](#)
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/Student ID (explained above).
 - c. Click: Log in.



The screenshot shows a web form titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". Below the title is a horizontal line. The form contains two input fields: "School Roll Number:" with a text box containing "xxxxxx", and "Student ID:" with a text box containing "yyyyyyyy". Below these fields is a "Login" button.

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 subject.

Class	Teacher	Preference
Art, Craft, Design	MS MCCORMACK	1
English	MR PERRO	1
French	MR PRENTICE	1
German	MR TOHE	0
Geography	MS JONES	0
History	MS O'BRIEN	1
Home Economics	MS JONES	0
IT	MR RAVANAGH	0
Mathematics	MS HEADLIP	0
Music	MS REAPNEY	0
Religion	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.
6. The scheduling portal will remain open for you to insert your preferences **from today, 6th February to 9am on Thursday 8th February**. 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 16th February** with instructions via the school app.

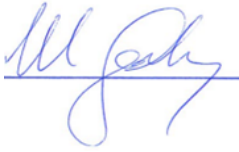
Stage 3: Student and teacher preparation:

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,

A handwritten signature in blue ink, appearing to read 'Marguerite Gorby', written over a horizontal blue line.

Marguerite Gorby
Principal