



Dear Parent / Guardian,

Our 3rd year parent teacher meeting has been re-scheduled for Thursday 2nd December between 4:15pm and 6:45pm. Due to Covid-19 restrictions, we will be hosting these meetings online using TEAMS this year. The purpose of this email and the attached guide is to advise parents about the steps they must complete in advance of the meeting.

In advance of the Parent Teacher meeting parents are required to:

Use our PTM Registration portal on the school website (located at the top of the home page) to book meetings with your child's teachers.

To register you will need the school roll number (61691B) and your child's VShare ID. This is available on VShare and will also be shared with all students.

You will be requested to rank your preference for teacher whom you want to meet. This portal will open for parents at 5pm on Tuesday November 23rd and close on Friday November 26th at 2pm. Parents will be notified on when they can log back in to view appointments.

Due to the use of an online platform, it will not be possible to meet all teachers. Instead, you will be assigned a selection of appointments created from your preference list.

Each TEAMS meeting will be conducted between teachers and students official Scoil Dara TEAMS accounts. These meetings are governed by our Acceptable Use Policy and no recording is permitted.

Although you may need your son/daughter to help with setting each meeting up we request that it is only parents/guardians present once the meeting begins.

As time is limited, we ask that conversations remain relevant to the learning and academic progress of the student.

Please do not hesitate in contacting teachers who you have not been assigned an appointment with if you feel that it is necessary.

Please see user manual for PTorganiser to help you with the registration process.

This is a new venture for the school and we thank you in advance for your patience.

Kind regards,

David McCormack
Principal



Parent Teacher Meeting Organiser User Manual

1. Parent/Guardian Instructions

The Parent Teacher Meeting link can be found at the top of the school website on the home page.

1.1. Parent / Guardian Login

The Parent / Guardian Login page allows parents and guardians access to the system. When you log in, the system will guide you to:

1. Input your preferences to meet your child's teachers
2. View your meeting rota

To Log into your account, you need:

1. School Roll Number – 61691B
2. Student VSWare id – this has been given to each student and is stuck into their journal

The screenshot shows a login 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 placeholder "xxxxxx" and "Student ID:" with a placeholder "yyyyyyyyy". Below the input fields is a "Login" button.

1.2 Parent / Guardian Preference Input

The preference page invites parents to make appointments with their child's teachers. Parents are requested to make appointments in order of preference starting 1,2, etc.

- An entry of 0 means you do not wish to have an appointment for that subject / teacher.
- An entry of 1 means your first preference is to have an appointment for that subject / teacher.

Unfortunately, as each meeting is 5 minutes in duration, teachers will only be able to see 28 parents max. on the night, so it is important that you make your appointments in order of preference.



If a parent enters 1 against six subjects, the system will treat them as being preferences 1, 2, 3, 4, 5, 6. The parent will gain no advantage as the system will randomly choose the order.

At the bottom of this screen, there are two buttons for the parent/guardian to indicate whether

- i. they will not be attending the meeting.
- ii. they will be attending the meeting and they want their preferences saved.

Once you have clicked one of the above, the system will return you to the parent login screen and a notice to confirm your options will be displayed.

This must be completed by 2pm on Friday November 26th.

We invite you to make appointments with the teachers listed below.

Please request appointments in order of preference, starting 1,2 etc.

Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Applied Technology	Barry Nolan ▼	1
Civic, Social and Political Education	Ronan Moran ▼	5
English	Marie Whittle ▼	2
Geography	John Duffy ▼	5
History	David Lanigan ▼	6
Home Economics	Nicola McCorry ▼	3
Information Technology	Barry Nolan ▼	7
Irish	Sinead Cleary ▼	4
Mathematics	Grainne Nolan ▼	8
Physical Education	Vivienne Garry ▼	9
Religious Education	Elaine Farrell ▼	11
Science	Anne Marie Mulhall ▼	10
Social, Personal and Health Education	Grainne Nolan ▼	13
Spanish	Carol Kiernan ▼	14

Parent Arrival Time: 16 : 15

Parent Departure Time: 18 : 45

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

1.3. Parent / Guardian Rota

Parents / guardians use this page to view the times of their appointments. When you log into the PTM registration portal on the day of the PT meeting, this page will automatically open up.



Parent Teacher Meeting on 12 Nov 2020
2nd Yr. PT meeting

Student :

You are reminded that each appointment is strictly limited to 5 minutes.

Time	Teacher	Class
16:25	D.Lanigan	History
16:35	J.Duffy	Geography
16:45	M.Whittle	English
16:55	B.Nolan	Applied Technology
17:05	Mr R.Moran	Civic, Social and Political Education

Please print and bring with you to the meeting

If you really want to see a teacher and you have not been allocated a meeting time, please email Mr. Mc Cabe (ronanmccabe@scoildara.ie).

1.4 Parent Teacher Meeting – 2nd December

Each teacher you have been assigned an appointment for will invite your son/daughter to a TEAMS meeting at/as close as possible to your assigned time. Please note that no recording of meetings is allowed and will be a breach of our acceptable use policy which can be found on our website.