

Dear Parent / Guardian,

Our 3<sup>rd</sup> year parent teacher meeting has been re-scheduled for Thursday 2<sup>nd</sup> 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 VSware ID. This is available on VSware 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 23<sup>rd</sup> and close on Friday November 26<sup>th</sup> 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 mannual 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



## 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.



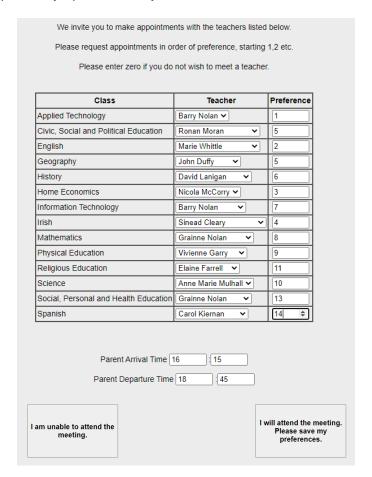
If a parent enters 1 against six subjects, the system will treat them as being preferences 1, 2, 3, 4, 5, 6. The parent will gain no advantage as the system will randomly choose the order.

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.



### 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.



		Stud	ient :
You	are remin	ded that eac	h appointment to 5 miles
	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

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 – 2<sup>nd</sup> 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.