

Parent Teacher Meeting for Leaving Certs/Leaving Certs Applied Year 2

This year's Parent Teacher Meeting for Leaving Cert/Leaving Cert Applied on **Thursday 8th December** will take place online using the student's Teams account. Parents will be asked to login to an App where they can indicate the teachers with whom they wish to meet. Each meeting will be strictly five minutes maximum in length. The meetings will time out after five minutes.

Parents/Guardians/Carers who wish to meet the teacher in school at the appointed time should contact the school office in advance so that this can be facilitated.

To login you will need the School Roll Number and a password which will be issued to on Friday 25th November. All preferences should be entered on or before Thursday 1st December. A rota for the meetings will then be generated and distributed to parents via the pupils on Friday 2nd December. Parents/Guardians/Carer who are unable to attend the meeting are asked to indicate this when they login to the app.

It is hoped to cluster the meetings for parents/guardians to a block of time, with intervals of five minutes between each meeting where possible. In order to make the timetabled meetings as user friendly as possible, only examination subjects will be included initially. However, parents/guardians will be able to request meetings with the Religious Education, Physical Education (non examination), Remedial and Guidance Teachers; and also the Year Heads and Chaplain, by contacting them directly.

The meetings will be held using the student's Teams account at the times indicated on the rota. Details of this procedure are available on the attached document. A similar version will be distributed to the students on Friday 25th November which will also have their Student ID.

Parents/Guardians/Carers are asked to go to <https://ptmorg.com/parentlogin.php?School=91517D> where you can enter the School Roll Number 91517D and the Student ID (as on the sheet given to the students)

Please follow the instructions on the sheet (attached/given to the students) to enter the preferences for the appointments or indicate that you are unable to attend the meeting.