

## Parent Teacher Meeting for First Years

This year's Parent Teacher Meeting for First Years will take place on **Tuesday 22nd March** will take place online using the students' 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.

To login you will need the School Roll Number and a password which will be issued to each pupil in advance of the meeting. All preferences should be entered on or before Thursday 10<sup>th</sup> March at 5.00 p.m. A rota for the meetings will then be generated and distributed to parents via the pupils. Parents/guardians 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, Learning Support and Guidance Teachers; and also the Year Heads, 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 will follow.

In the meantime, parents/guardians are asked to go to <https://ptmorg.com> where they can click on the Parent/Guardian Login on the Home Page. (A similar link will be posted on the School App.)

Next, enter the School Roll Number **91517D** and the **Student ID which is printed on the label below**.



(Label will be attached here on student copy)

You will then see a page displaying a list of the teachers. Enter a preference number against each of the teachers with whom you wish to meet. An entry of "0" means you do not wish to have an appointment for that teacher. Click on "I am unable to attend this meeting" if you do not intend attending. When you are happy with your preferences click on "I will attend the meeting. Please save my preferences."

**Demonstration School**  
**Parent / Guardian Teacher Meeting on 30 Nov 2017**  
**3rd Year**

---

**Student : NOLLY PHILLIPS**

---

We invite you to make appointments with the teachers listed below.  
 Please request appointments in order of preference, starting 1/2 hr.  
 Please enter 24/0 if you do not wish to meet a teacher

| Class              | Teacher        | Preference |
|--------------------|----------------|------------|
| Art, Craft, Design | MS MCCORMICK   | 1          |
| English            | MRS FERRIS     | 1          |
| French             | MRS FRENCH     | 1          |
| Guitar             | MRS TOOME      | 2          |
| Geography          | MS JONES       | 2          |
| History            | MS O'BRIEN     | 1          |
| Home Economics     | MS JONES       | 2          |
| IT                 | MRS KILMORRICH | 2          |
| Mathematics        | MS HEADLIP     | 2          |
| Music              | MS KEENE       | 2          |
| PE/Sport           | MRS FRENCH     | 2          |
| Science            | MS HEADLIP     | 2          |
| Spanish            | MRS DOYLE      | 2          |

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

After the deadline for entering of preferences has elapsed, a rota will be generated and parents/guardians will be notified. At this stage, you will be able to login again to view and print off the times of your appointments.

**Demonstration School**  
**Parent Teacher Meeting on 15 Oct 2021**  
**Third Year**

---

**Student : PETER MCHUGH**

---

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

| Time  | Teacher       | Class              |
|-------|---------------|--------------------|
| 14:00 | MS E PHILLIPS | History            |
| 14:10 | MS TROUSSEAU  | English            |
| 14:20 | MR G. TIERNEY | Technical Graphics |
| 14:30 | MR B. REEGAN  | Geography          |
| 14:40 | MS N. SMITH   | Mathematics        |
| 14:50 | MR L. PEARCE  | Music              |
| 14:55 | MS F. BARTLY  | Home Economics     |
| 15:10 | MR P. PATRICK | French             |

Schools can enter a message for the parents in this space. It expands to the required length!

**Please print and bring with you to the meeting**

PRINT THIS PAGE
LOG OUT

Please contact the school if you encounter any difficulties with this process.

Clarification on the Teams meetings will follow, but will be similar to the arrangements for online classes used previously by the students.