

Parent Teacher Meeting for Third Years

This year's Parent Teacher Meeting for Leaving Cert/Leaving Cert Applied on **Wednesday 14th 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 2nd December. All preferences should be entered on or before Thursday 8th December. A rota for the meetings will then be generated and distributed to parents via the pupils on Friday 9th 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 2nd December 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.

(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**.



The image shows a screenshot of a web form titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". Below the title is a horizontal line. There are two input fields: "School Roll Number:" with a placeholder "xxxxxx" and "Student ID:" with a placeholder "yyyyyyyy". Below these fields is a "Login" button.

(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 teacher 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
5th Year

Student : MOLLY PHILLIPS

We invite you to make appointments with the teachers listed below.
Please request appointments in order of preference, ranking 1-3 etc.
Please enter 360 if you do not wish to meet a teacher

| Class | Teacher | Preference |
|------------------|--------------|------------|
| All Child Design | MS MCCORMICK | 1 |
| English | MR PERRO | 1 |
| French | MR PRACTICE | 1 |
| Gymnastics | MR KOHE | 0 |
| Geography | MS JONES | 0 |
| History | MS O'BRIEN | 1 |
| Home Economics | MS JONES | 0 |
| IT | MR RANNAUGH | 0 |
| Mathematics | MS HEADLIP | 2 |
| Music | MS KENNEDY | 0 |
| Religion | MR PRACTICE | 0 |
| Spanish | MS HEADLIP | 0 |
| Teamwork | MR DOYLE | 0 |

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 |
|-------|-----------------|--------------------|
| 18:00 | MS E PHILLIPS | History |
| 18:10 | MS TROUSSEAU | English |
| 18:20 | MR G. TERNEY | Technical Graphics |
| 18:30 | MR B.KEEGAN | Geography |
| 18:40 | MS N. SMITH | Mathematics |
| 18:50 | MR L. PEARCE | Music |
| 19:00 | MS F. BAILY | Home Economics |
| 19:10 | MR F. O'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.

The arrangements for Teams meetings will be similar to the arrangements for Parent Teacher Meetings last year. Teachers will call the parent (student) at the appointed time.