



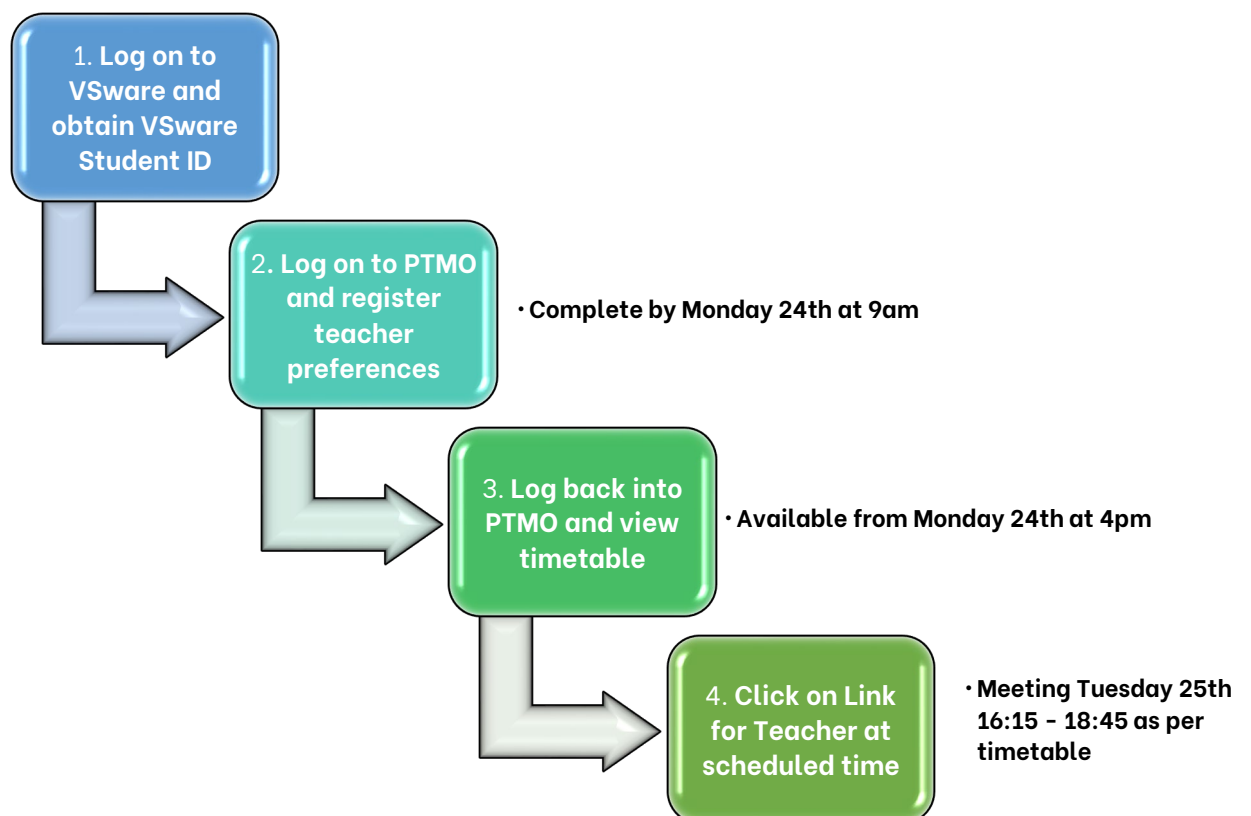
# **A Guide to Parent Teacher (PT) Meeting**

## Introduction

Unfortunately, due to ongoing Covid 19 restrictions we are not in a position to invite you into the school for the face-to-face parent teacher meeting.

This year we will conduct the parent meeting online using Microsoft Office Teams and a Parent Teacher Meeting Organiser website called PTMO.

**There are 4 stages to the process:**



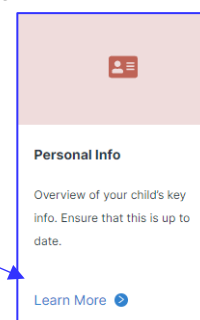
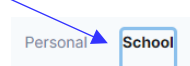
## Stage 1 – Obtain VSware student ID

You will need your child's VSware student ID to register for meeting in PTMO

To locate your child's VSware ID:

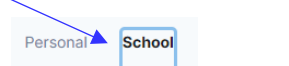
1. Log into VSware
2. From the dashboard, click on your child's profile picture.
3. Click on 'Learn More' under the Personal Info box.
4. Click on School on the tab at the top of the page.

VSware ID is a 7 digit no. displayed here.



## Stage 2 – Register for PT meeting and input preferences

- Log in to the [Parent Teacher Meeting Organiser](#) (PTMO) programme. The school Roll number is prefilled for you – 68366C.
- Enter your VSware student ID for your child and click Login.
- To book your appointment slots, please enter your preferences for the teachers you would like to meet. You may wish to discuss this with your child. You should enter your preferences by using the up or down arrow in the box to the right of the teacher/subject and by numbering your preferences with '1' being the highest preference/priority.
- If you do not wish to meet a teacher please enter '0' in the box.
- Click on the **save preferences** button at the bottom of the page when you have completed your entries. A notice will then appear at the top of the page telling you that your preferences have been saved.
- **You may now log out**



| Class                        | Teacher            | Preference |
|------------------------------|--------------------|------------|
| Applied Technology (5454168) | Trevor McAleenan ▼ | 1          |
| Business Studies (5454159)   | Deirdre Griffin ▼  | 2          |
| English (5410125)            | Robert Reddy ▼     | 6          |
| Geography (5410112)          | Sammy Hyland ▼     | 3          |
| History (5410121)            | Niall O'Loughlin ▼ | 0          |
| Irish (5410088)              | Clodagh Keane ▼    | 4          |
| Mathematics (5410086)        | Patrick King ▼     | 7          |
| Science (JC) (5410094)       | Anna Gillespie ▼   | 5          |
| Spanish (5410081)            |                    | 8          |

**Important Note:** You must register before Monday January 24<sup>th</sup> at 9am as the school needs this information to schedule meeting for the whole year. Once we have scheduled the meeting it will not be possible to register after this time.

## Stage 3 – View meeting timetable

- When all preferences have been inputted for the year, the system will then allocate slots according to the time available (2.5 hours).
- Once the timetable has been finalised it will be published for you to view.
- You can access this by signing back into PTMO organiser on Monday evening.
- It is a good idea to print a copy or record the details for the day of the meeting.
- It may not be possible for you to meet every teacher. If you have a particular concern that you would like to discuss then please make an appointment to meet them at another time.

## Step 4 – Day of Meeting

- Have your timetable ready and access to the meeting links for each of the teachers you will be meeting.
- Click on the link beside the teacher's name at the timetabled time – see below.
- The parent teacher meeting is intended to provide a brief overview of academic attainment in the subjects that your child will take for the Junior Cycle examinations. There will not be time for a detailed conversation. If you need to talk to a teacher in detail about a concern of any kind then please make an appointment by emailing the relevant teacher or contacting the office.
- The length of the meeting is set at 5 minutes max per teacher. The teacher may end the meeting sooner if you are satisfied that there is nothing left to discuss. Meetings cannot run over the 5 minute slot.

## Links for Meeting with Teacher

Tuesday, January 25<sup>th</sup> 2022

See timetable from PTMO for times of meeting

| First Year teacher | Link for Meeting                                         |
|--------------------|----------------------------------------------------------|
| Anna Gillespie     | <a href="#">Click here to join the meeting</a>           |
| Clodagh Keane      | <a href="#">Click here to join meeting with Clodagh</a>  |
| Deirdre Griffin    | <a href="#">Click here to join the meeting</a>           |
| Jennifer Egan      | <a href="#">Click here to join meeting with Jennifer</a> |
| Mairead Kennedy    | <a href="#">Click here to join the meeting</a>           |
| Matthew Quinn      | <a href="#">Click here to join meeting with Matthew</a>  |
| Niall O'Loughlin   | <a href="#">Click here to join the meeting</a>           |
| Niamh Hyland       | <a href="#">Click here to join meeting with Niamh</a>    |
| Ronan Reddy        | <a href="#">Click here to join meeting with Ronan</a>    |
| Trevor McAleenan   | <a href="#">Click here to join the meeting</a>           |
| Eddie McGinn       | <a href="#">Click here to join meeting with Eddie</a>    |
| Bridget Cody       | <a href="#">Click here to join the meeting</a>           |