



Online Parent Teacher Meeting

Dear parent/guardian,

It is very disappointing for us that we have not been able to meet you at a Parent Teacher meeting since $\{FirstName\}$ was in 1st Year. We very much value our good relationships with parents, and it is always informative to meet with the parents of the students we teach. And it is good for parents to have a face to match to a teacher's name.

For this reason, we will be hosting an Online parent teacher meeting for our 3rd years on **Thursday the 20th January from 15:45-18:15.**

While we would all prefer to see each other face-to-face, in the interest of health and safety we need to go online. There are several steps that you need to follow to make this meeting possible. These need to be completed by **Thursday 13th January.**

1. Log into www.PTMorg.com
2. Click on parent/guardian log in.
3. Insert the school roll number – 91342R
- 4. Insert "Student ID" . (This number is available from school office; please retain carefully.)**
5. Follow the instructions on the screen.
6. If you CANNOT attend the meeting, please fill out the form with the number 0 as your choices.

We will then process this information and will send out your schedule for the meeting. Each meeting will be less than 5 minutes. The meeting will be hosted on Microsoft Teams and, as $\{FirstName\}$ is very familiar with this platform, $\{HeShe\}$ can be with you to help you navigate it.

Please note that due to teachers teaching a large number of 3rd years it is not possible to schedule all teachers to see all parents. So please RANK the teachers you most want to see highest when you are entering them so that you are assigned time with those teachers.

You will soon have access to $\{FirstName\}$'s report on VSWare. This will give you a fair indication of how $\{FirstName\}$ has been progressing since September. Please discuss the various results and/or comments from $\{FirstName\}$'s teachers with $\{HimHer\}$ so that you are aware of any particular highlights or issues before the meeting. If you are having difficulty accessing the report, please email office@psn.ie and we will sort it out for you.

We will send on further details when the schedule is ready and we look forward to seeing you online on the 20th.

Rachel Scriney, Year Head.

Pat McKenna, Principal.