

\$(FullName)



Dear parent/guardian,

Re: Reports and 5th Year Parent/Teacher/Student Meeting

You now have access to \$(FirstName)'s report on VSWare and we will be giving the students a printed copy of their report later this week. This report will give you an overview of performance and work ethic for the first term. We would encourage you to discuss the various results and/or comments from \$(FirstName)'s teachers and hopefully agree on a renewed approach to classwork, homework, and revision. If you are having difficulty accessing the report, please email office@psn.ie and we will sort it out for you.

We feel that it is important to flag unsatisfactory progress early in the school year so that there is ample opportunity to review and correct problem areas. For this reason, we will be hosting an Online parent teacher student meeting for our 6th years on **Tuesday the 8th of February from 15:45-18:15.**

While we would all prefer a traditional face-to-face meeting in the interest of health and safety we have gone online very successfully. There are several steps that you need to follow to make this meeting possible. Some of you will have done this already for the 3rd or 6th Year PTMs. These need to be completed by **Wednesday the 3rd of February.**

1. Log into www.PTMorg.com
2. Click on parent/guardian log in.
3. Insert the school roll number – 91342R
4. Insert \$(FirstName)'s student ID – VSWARE ID This is available on his/her personal details page on VSware or contact office@psn.ie or the letter send home..
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. \$(FirstName) will be present at the meeting and, as the students are very familiar with this platform, will help you navigate it. We will send on further details when the schedule is ready.

We look forward to seeing you online on the 8th February,

Angela Glascott, Year Head.

Pat McKenna, Principal.