



Coláiste Bríde

Templeshannon, Enniscorthy, Co. Wexford.

10th January, 2024

Dear Parent/Guardian,

I hope this letter finds you well. I am writing to inform you of the procedure for the upcoming 5th Year Parent Teacher meeting which will take place in the Coláiste Bríde Sports Hall on **Wednesday 24th of January from 4:15pm – 6:45pm.**

As has been the case in recent years, we are using an online programme to allow parents/guardians to book appointments and to allow us to then allocate you times to meet with your daughter's/ward's teachers.

To register for meetings there are a number of steps which need to be followed.

STEP 1. VSware ID

You can find your daughter's VS Ware ID by completing the following steps on VSware.

The VSWARE ID of your child and is available once you have logged in to VSWARE under 'personal information'.

- Go to colaistebrideenniscorthy.app.vsware.ie
- Login with your VSware login and password
- On the "Parent Dashboard" click on the student's name
- On the 'Pick an Area to explore' screen, see the 'Personal Info' panel
- Choose the 'School' tab. VSware ID is available on this screen

****Your daughter/ward has also received details of her VSware ID***

STEP 2. Login to PT Organiser

- Log on to the parent-teacher meeting organiser (PTMO) by clicking on the link below <https://ptmorg.com/parentlogin.php?School=63570W>
- You may be asked to enter our school Roll Number: **63570W**
- Enter your daughter's Student ID number (VSware ID as per the instructions above).

STEP 3. Enter Your Preferences

- Once you have logged in, now you can select, in order of preference, the teachers you most wish to meet with, starting with 1 for your highest preference down to your lowest preference. For example, if English is your highest preference, please enter 1 beside English, if Maths is your 4th preference, please enter 4 beside Maths and so on.
- If you do not wish to see a teacher, please enter 0 in the box.



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- If your daughter has the same teacher for two subjects, please only enter a preference value for one subject and zero for the other as the system will only grant one meeting. This will help to ensure you have more space for allocation of other meetings.
- The system is designed to create as many appointments as possible within the scheduled parent teacher meeting time by allocating each parent their 1st preference followed by their 2nd preference etc.
- ***Unfortunately, it may not be possible for some teachers to meet every parent, this will occur if a teacher teaches more than one subject or more than one group in a year and/or when meetings with a teacher are high in demand.***
- You must select preference numbers if you wish to get appointment times. If you don't select any preferences, the platform will list you as not attending the meeting.

STEP 4. Save Preferences

- Click "I will attend the meeting. Please save my preferences" button by **10:00am on Thursday 18th January.**
- If you are not attending the meeting please click "I am unable to attend the meeting".

When the closing date is reached, you will receive a VSware mail notification telling you to log on again to see your allocated meeting times. Your daughter will also receive a copy of your appointments schedule.

For meetings that are oversubscribed, if a parent would like to speak to their daughter's teacher then we will facilitate a further meeting on request. However, you are advised to prioritise the subjects where students feel they need advice in order to improve, or the subjects they are having the most difficulty with.

Please note that this is a meeting for our exam subject teachers, Guidance Counsellor, and parents/guardians only, if you would like to speak to the Year Head, please arrange a separate meeting via the school office, office@colaistebride.ie. Your daughter's Year Head Ms. Kirwan is available throughout the academic year, if you have concerns about how your daughter is doing in school, or if outside factors may be impacting on her school life, do not hesitate in making contact.

Yours sincerely,

Kiera O'Sullivan

Principal