



# Coláiste Bríde

Templeshannon, Enniscorthy, Co. Wexford.

10<sup>th</sup> November, 2021

Dear Parent/Guardian,

I hope this email finds you well. I am writing to inform you that the upcoming 3<sup>th</sup> Year parent teacher meeting will take place *virtually* on **Tuesday the 16th of November from 4:15pm – 6:45pm**. This is in keeping with our school's Covid-19 safety protocol.

This year a new digital programme has been introduced which allows parents/guardians to book appointments online. This is one of our first virtual parent teacher meetings therefore we are grateful for your support and patience as we endeavour to make it as smooth a process as possible for all involved.

The meeting will take place online via your daughter's Microsoft Teams account and you will need her **student email address** and **Office 365 password details** in order to log in.

### ***Please Note:***

While these meetings will take place virtually through Microsoft Teams, we are using PTM Organiser software ([www.ptmorg.com](http://www.ptmorg.com)) to schedule the meetings. Appointments will be assigned in order of your preferences selected. You will be sent a text to say that the booking system is open for your daughter's parent teacher meeting. You will also receive a link to follow. The closing date for entering preferences is **10:00am on Monday, 15<sup>th</sup> of November 2021**.

**To set up these virtual 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](http://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 will also receive a sticker to keep in her school journal with details of the VS WARE ID***



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## 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 (VShare 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 10 for your lowest preference. For example, if Science is your highest preference, please enter 1 beside science, 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.
- 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 3<sup>rd</sup> 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 Monday 15<sup>th</sup> November 2021.**
- 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 notification telling you to log on again to see your allocated meeting times.

## STEP 5 Logging into the Meeting

The meeting will take place next **Tuesday, 16<sup>th</sup> November**, on your daughter's subject TEAM. You will log on using their school email and TEAMS password. You should join the meeting at the appointed time. The meeting will last for 5 minutes maximum, to allow the teacher to meet the next parent.



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For meetings that are oversubscribed we will facilitate a further meeting on request. 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 Junior Cycle subject teachers, SEN Coordinator, 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](mailto:office@colaistebride.ie)

Yours sincerely,

Kiera O'Sullivan

## GUIDELINES FOR ONLINE PARENT TEACHER MEETINGS

Parents/Guardians should be advised to:

- Please make sure to have a charged device with a camera, good sound and a microphone so the teacher can hear you also.
- Ensure your camera is on and you have a quiet space where you can hear and be heard.
- Please be mindful of where you are, any background images that you do not want visible should be removed.
- Recording of any kind is not permitted.
- As each meeting is 5 minutes only, please ensure you are available to enter each meeting at the allocated time.
- Teachers will allow parents access, you may be waiting for a minute or so in the lobby to enter each meeting.
- Online Parent-Teacher meetings must comply with our school's agreed, Acceptable Usage, Remote Learning, GDPR and Child Protection Policies and mutual respect be adhered to at all times.