



Coláiste Bríde

Templeshannon, Enniscorthy, Co. Wexford.

2nd March, 2022

Dear Parent/Guardian,

I hope this email finds you well. I am writing to inform you that the upcoming **Transition Year** parent teacher meeting will take place *virtually* on **Monday 14th of March from 4:15pm – 6:45pm.**

This year a new digital programme has been introduced which allows parents/guardians to book appointments online. We have conducted Parent Teacher Meetings online for all other year groups and the feedback from parents and teachers has been very positive. 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:

Unlike Parent Teacher Meetings for other year groups, for the Transition Year Parent Teacher Meeting you will only be scheduled to meet your daughter's Tutor.

Due to the modular nature of Transition Year, your daughter's Tutor is the teacher who is best able to inform you of your daughter's progress. In advance of the Parent Teacher Meeting each Tutor will receive a progress report from your daughter's other teachers. However, should you wish to discuss your daughter's progress with any of her teachers please contact our office and this will be facilitated.

Transition Year Tutors

- 4A Kyla Brambley
- 4B Margo Whelan
- 4C Megan Roche
- 4D Frances Kervick

While these meeting will take place virtually through Microsoft Teams, we are using PTM Organiser software (www.ptmorg.com) to schedule the meetings.

The closing date for registering for an appointment is **10:00am on Friday, 11th of March 2022.**

To set up these virtual meetings there are a number of steps which need to be followed.

STEP 1. VSware ID

Your daughter will receive a sticker to keep in her school journal with details of the VS WARE ID.

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



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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 on any web browser (e.g. Google Chrome, Safari, Microsoft Edge)
- 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

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 you must select preference number 1 beside your daughter's Pastoral Care teacher if you wish to get an appointment time.
- 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 Friday, 11th of March.**
- **If you are not attending the meeting please click "I am unable to attend the meeting".**

STEP 5 Logging into the Meeting

The meeting will take place on **Monday, 14th March**, 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 6 minutes maximum, to allow the teacher to meet the next parent.

If your daughter is in 4A, 4C or 4D and would like to speak to your daughter's Year Head, Miss Whelan, please arrange a separate meeting via the school office, office@colaistebride.ie.

Yours sincerely,

Kiera O'Sullivan



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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 **6 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.