Virtual Parent/Guardian -Teacher Meeting
1st and 2nd Year Students.

Dear Parent/Guardian,

This year, due to Covid-19 restrictions, we cannot carry out in-person parent/guardian-teacher meetings in the traditional manner.

However, we understand the importance for teaching staff and parents/guardians to communicate and discuss the progress of their son/daughter in school. Therefore, our parent/guardian-teacher meeting will take place on **January 19th** online using the **Zoom** meeting software.

We will offer virtual meetings to parents/guardians at scheduled times to enable parents/guardians time to speak to teachers about their son/daughters progress. We are using **PTM organiser** software to enable us to schedule the virtual meetings in an efficient and equitable fashion.

Parents/guardians must log onto zoom and create an account in advance of the meeting if you do not already have an account. (Click on link here to create a zoom account. https://zoom.us/).

Virtual Parent-Guardian-Teacher Meeting Step by Step Instruction Guide.

On Wednesday January 19th we are hosting a 1st and 2nd year Virtual Parent/Guardian/Teacher meeting to enable you to meet your son/daughters teachers to discuss their progress to date in St. Augustine's College. These meetings will take place virtually through Zoom. 1st year will be 9.00-12.20 and 2nd year 13.30-15.50 approx.
Appointments will be assigned in order of your preferences selected on the platform **PT Organiser** that we are using to run the meetings. It **may not be possible to meet all teachers,** however appointments will be distributed equitably.

PARENTS/GUARDIANS , YOU MUST SELECT PREFERENCES NUMBERS FOR SUBJECTS IF YOU WISH TO GET THE APPOINTMENTS TIMES. IF YOU DON'T SELECT ANY PREFERENCES, THE PLATFORM WILL UNDERSTAND THAT YOU DON'T WANT TO ATTEND THIS PARENT-TEACHER MEETING.

CLOSING DATE FOR KEYING THE PREFERENCES IS THURSDAY 13th JANUARY.

To select your preferences please follow the instructions below: Her is a link to a video clip that hopefully will be of help also, https://youtu.be/WqMauZdxvmY

1. <mark>LOG onto E-Portal</mark> to find your son/daughters CODE. The Student Code is under personal details. It will be a number 20-xxxxx for 2nd years and 21-xxxx for 1st years.

2. <mark>Log onto PT Organiser</mark>

www.ptmorg.com and click on Parent/Guardian login.

2. Enter our school Roll Number <mark>64890W</mark> followed by your son/daughter's <mark>Student ID number</mark> (**Which can be found on e-portal under personal details-CODE if you have difficulty one can obtained from the school office**). Please call the office at 05841140 if you need assistance.

<mark>3. Rank Your Preferences</mark>

Enter your preferences in order of your preferred choice (1 being the teacher you would like to meet first etc)

YOU MUST SELECT PREFERENCES NUMBERS IF YOU WISH TO GET THE APPOINTMENTS TIMES. IF YOU DON'T SELECT ANY PREFERENCES, THE PLATFORM WILL UNDERSTAND THAT YOU DON'T WANT TO ATTEND THIS PARENT-TEACHER MEETING AND WILL NOT GENERATE APPOINTMENTS FOR YOU.

<mark>4. Save Preferences</mark>

Click on save preferences. **CLOSING DATE FOR KEYING THE PREFERENCES IS THURSDAY JANUARY 13th.**

<mark>5. Your Appointments List</mark>

Please log back into to PT Organiser to view your appointment list ahead of the virtual PTM.

<mark>6. Meet Teachers</mark>

The Zoom links for the meetings will be sent through the school app and website

Kind regards

Michael O Sullivan

Principal.