



Virtual Parent/Guardian -Teacher Meeting 3rd & 6th 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 **November 25th** 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 dont already have an account. (Click on link here to create a zoom account. <https://zoom.us/>).

Parent-Guardian-Teacher Meeting Online

Parent-Guardian-Teacher Meeting Step by Step Instruction

On Thursday, **25 November 2021** we are hosting a 3rd and 6th Yr 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. 6th year will be 9.00-12.20 and 3rd 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.

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.

CLOSING DATE FOR KEYING THE PREFERENCES IS MONDAY, 15th NOVEMBER 2021 AT 12PM.

To select your preferences please follow the instructions below:

1. PT Organiser

Log onto www.ptmorg.com and click on Parent/Guardian login.
LOGIN TO PT ORGANISER

2. Login to PT Organiser

Enter our school Roll Number **64890W** followed by your son/daughter's Student ID number (**Which has been given to your child**). Both were given on the label to your child at school.

Please call the office at 05841140 if you did not receive it.

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

Student ID:

3. Enter Your Preferences

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

Student : XXXXXX XXXXXX

We invite you to make appointments with the teachers listed below.
Please request appointments in order of preference, starting 1,2 etc.
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
English	O'Gara	0 <input type="text"/>
Geog	Tansey	0 <input type="text"/>
Graphics	Bohan	0 <input type="text"/>
History	Mc Carron	0 <input type="text"/>
Irish	Brady	0 <input type="text"/>
Mathematics	Mr O'Shea	0 <input type="text"/>
Music	Malone	0 <input type="text"/>
Physical Education (JC - Revised Syllabus)	Mr Guerin	0 <input type="text"/>
Religious Education	Mr Jones	0 <input type="text"/>
Science	O'Flourke	0 <input type="text"/>

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.

4. Save Preferences

Click on save preferences. **CLOSING DATE FOR KEYING THE PREFERENCES IS MONDAY, 15th NOVEMBER 2021 AT 12PM.**

Please request appointments in order of preference, starting 1,2 etc.
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
English	O'Gara	2
Geog	Tansey	4
Graphics	Bohan	6
History	Mc Carron	7
Irish	Brady	5
Mathematics	Mr O'Shea	1
Music	Malone	8
Physical Education (JC - Revised Syllabus)	Mr Guerin	12
Religious Education	Mr Jones	11
Science	O'Rourke	3
Spanish	O'Donoghue	10
Visual Art	Bruton	9

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

5. Your Appointments List

Please log back into to PT Organiser to view your appointment list.

LOGIN TO PT ORGANISER

6. Meet Teachers

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