Parent/Guardian -Teacher Meeting
2nd and 5th year Students

Dear Parent/Guardian,

I hope you are all keeping well. The team at St. Augustine's College are looking forward to meeting you at our in-person, Parent/Guardian-Teacher Information Meeting on Wednesday January 25th.

5th Years will be scheduled between 9-12.00
2nd Years will be scheduled between 12.40-3.55.
Please be aware these times are provisional at present and may be subject to change.

You will be offered a **scheduled face/face meeting with a selection of teachers.** We hope it will be a good opportunity for you to speak to subject teachers about your son/daughters' progress. It is very important to log onto e-portal and to read attendance, exam results and behaviour in advance of the meeting. Please read the information below to ensure the meeting runs as smoothly as possible for all concerned.

Simple steps for parents/guardians on how to register for the PTM meeting are outlined below. There is also an explanatory video to help you register for the PTM and understand the process. Click here for video.
(*Please note: this does not apply if you are **not** attending the meeting or if you did not rank preferences).*

Important. The closing date for registering and ranking preferences for the PTM is Monday 16th January 2023 6pm.
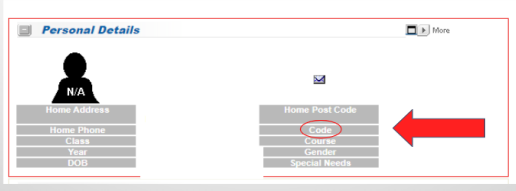
STEP 1. LOG onto E-Portal

To Register on PTM you will need the Student ID Code

STEP 1 -Log onto E-Portal - Personal Details - CODE.

Log onto E-portal to find your son/daughters ID CODE. Click here to access E-Portal The Student ID Code is under personal details. See illustration above.
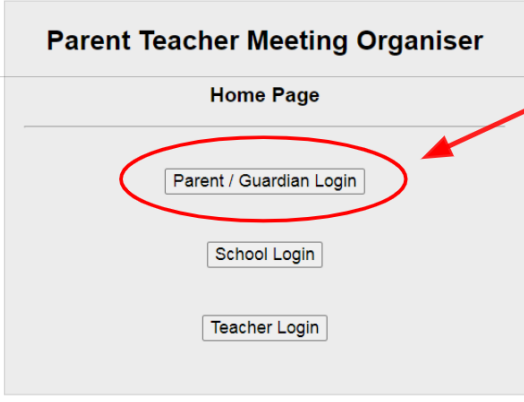
STEP 2. Log onto PTM Organiser.

STEP 2. PARENTS/GUARDIANS LOG ONTO PTMORG.COM

Parents/Guardians, must log onto PTM organiser. Click here to access PTM Organiser

Step 3. Enter School Roll Number and Enter Student ID Number.

STEP 3 CLICK ON PARENT/GUARDIAN LOGIN
ENTER SCHOOL ROLL NUMBER 64890W ENTER STUDENT ID NUMBER

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number: 64890W

Student ID:

Login
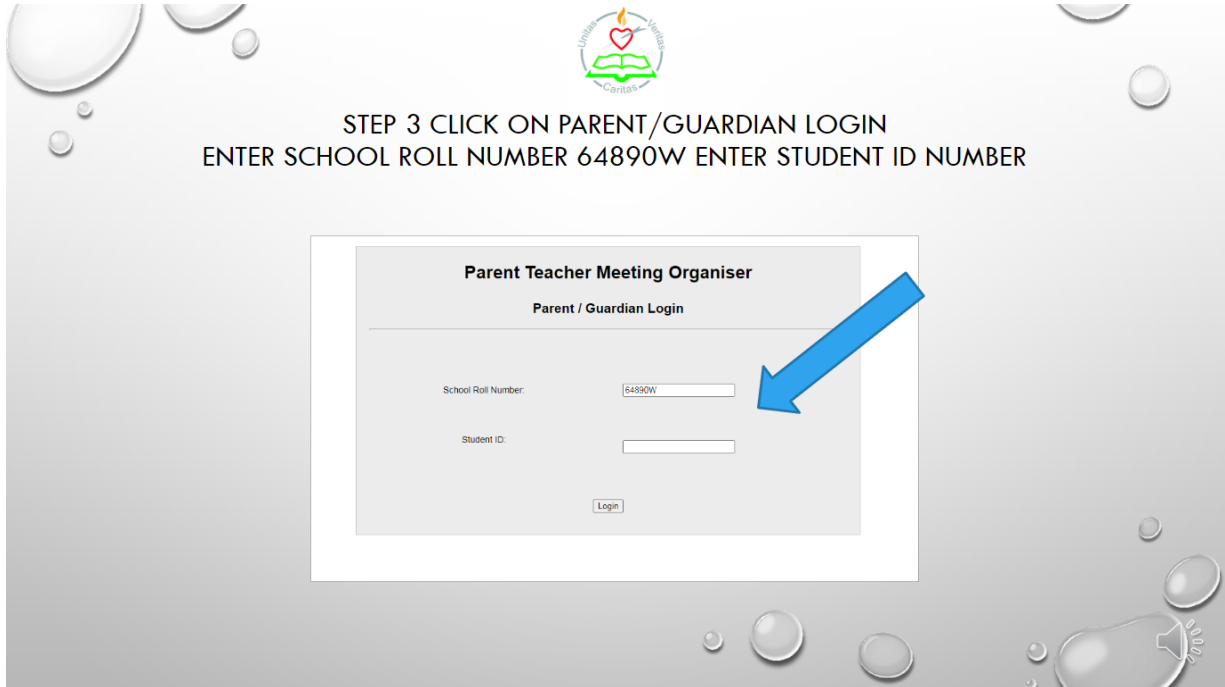
Enter school **roll number 64890W and student ID number** to rank preferences.(**Student ID can be found on E-portal under personal details-CODE**). Please call the office at 05841140 if you need assistance.

Click here for Parent/Guardian Link on PTM. Make sure you click on Parent/Guardian Login.

Step 4. Rank Your Preferences

Parents/Guardians must rank preferences in order of your preferred choice. (1 being the teacher you would like to meet first etc). You must select preference numbers if you wish to be allocated a time slot. Please be aware, if you do not rank preferences the PTM organiser platform will understand that you do not wish to attend the meeting. Please also be aware that once the deadline has lapsed and we have run the schedule we will not be able to allocate you a schedule if you have missed the deadline. Therefore it is vital that the deadline for ranking preferences is adhered to, in order to avoid disappointment.
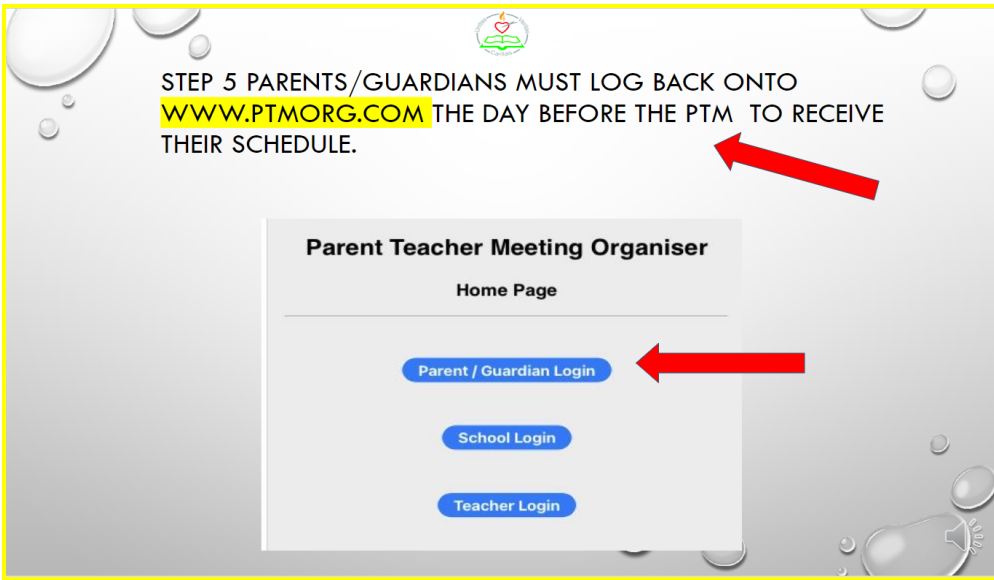
IMPORTANT

Before you save and submit preferences please ensure to complete the following.

Please check with your son/daughter that the list of teachers on the ranking of preferences is correct. If an incorrect teacher is on the list please do not rank it and give it a value of 0. **Only rank teachers that are correct.** Please make contact with the school in advance of the deadline if there is a discrepancy and we will ensure to try and amend it for you. However, it is important to note, we cannot amend technological issues or incorrect data once the deadline has lapsed and the schedule has been run. When you are content you have ranked the correct preferences for your son/daughter please move onto step 5.

Ensure to click on save preferences.

Step 5. Parent/Guardian Schedule

STEP 5 PARENTS/GUARDIANS MUST LOG BACK ONTO WWW.PTMORG.COM THE DAY BEFORE THE PTM TO RECEIVE THEIR SCHEDULE.

Parent Teacher Meeting Organiser

Home Page

Parent / Guardian Login

School Login

Teacher Login

Please log onto PTM Organiser before the parent/guardian teacher meeting to view your appointment list ahead of the PTM. We advise you to print the schedule in advance. We will notify you on the school APP when your schedule is visible.

It is important to note that the PTM Appointments and Schedule will be assigned in order of your preferences selected on the platform **PT Organiser.** It **may not be possible to meet all subject teachers on the day,** however appointments will be distributed equitably.

Parents/Guardians will be allocated a meeting time schedule to enable you to speak to a selection of subject teachers about your son/daughters progress.

Meeting times cannot be changed as it would compromise the entire process.

Step 6. Parent/Guardian-Teacher Meeting.

On the day of the PTM , Teachers will be located in the School GYM in Alphabetical Order. It is important that all parents/guardians adhere to their schedule in order to ensure a smooth meeting for all concerned.

Parents/Guardians are to arrive at the PTM **strictly 10 minutes** before their first scheduled appointment.

No schedule changes are permitted.

Please adhere to the **5 minute** time limit. In the event you are late to a meeting or miss your slot please attend the next appointment at the scheduled time. Our teaching staff will be adhering to a strict schedule to ensure the meeting flows on time and on schedule.

Parents/Guardians must move to each **individual subject teacher** in the GYM at the scheduled time allocated.

Note: <u>Each student </u>can only be allocated <u>one schedule.</u> Each subject teacher can only be allocated one time slot for each student.
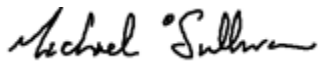
If you are running late please **stick to your schedule**.
Please do not try to meet subject teachers at times that have not been scheduled for you as this will compromise the process.

Please be aware that you may be waiting until the teacher is free. However we are hopeful, if all concerned adhere to the schedule then the PTM should run smoothly and within reasonable time constraints.

Many thanks for your continued support.

Kind regards,

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Michael O'Sullivan

Principal.