



**Virtual Parent/Guardian -Teacher Meeting**  
***1st and 2nd Year Students***  
***January 19th 2022***

Dear Parents/Guardians,

I hope you are all keeping well. The team at St. Augustine's College are looking forward to meeting you at our Virtual Parent/Guardian-Teacher Information Meeting. The Virtual Parent/Guardian Teacher Meeting for 1st and 2nd year students will take place on Wednesday January 19th 2022.

The team would much prefer to meet you all in person however due to Covid-19 we will be offering the meeting online using **Zoom** to ensure everyone can keep safe and adhere to covid-19 guidelines. We hope it will be a good opportunity for you to speak to a **selection** of subject teachers about your son/daughters' progress. Please read the information below to ensure the day runs as smoothly as possible for all concerned.

**Simple steps for parents/guardians attending the virtual meeting.**

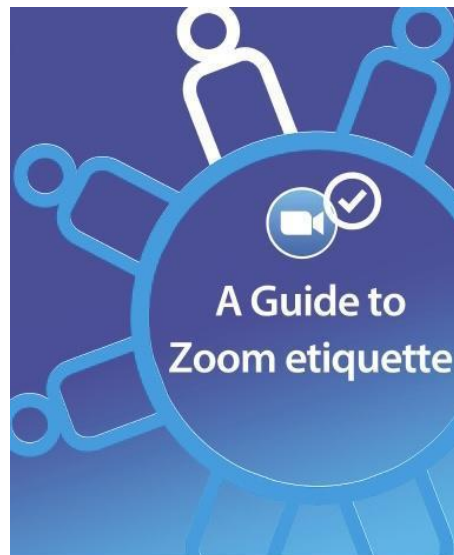
*(Please note: this does not apply if you are not attending the meeting or if you did not rank preferences).*

1. Parents/Guardians, please login to [PTM Organiser](#). Enter school **roll number 64890W and student ID number** to obtain your schedule for the virtual meeting.
2. You will be allocated a virtual meeting time schedule to enable you to speak to subject teachers about your son/daughters progress.
3. Meeting times cannot be changed as it would compromise the entire process.

In the event you cannot attend please contact the school at 058/41140 or email [office@staugustines.ie](mailto:office@staugustines.ie). You may then refer to the Christmas Assessment Report on E-Portal. [Click here for E-Portal.](#)



4. Parents/Guardians must log onto a different **zoom link for each individual subject teacher** at the scheduled time allocated.
5. A link to all teacher zoom links is here [Click here for ZOOM Links.](#)
6. It is very important for parents/guardians to familiarise yourself with the teachers that apply to you before the meeting and have their zoom link details at hand. You can click on the teachers link or else type in their Zoom ID and password to attend the meeting.
7. Note: Each student can only be allocated one schedule. Each subject teacher can only be allocated one time slot for each student.



**Parent/Guardian Zoom Etiquette  
For Virtual Meeting**

1. Parent/Guardians- Log onto zoom meeting and ensure you are using your **own name** as the parent/guardian as per our contact details on our records in St. Augustine's College. Only names recognised will be permitted entry.
2. Please have your **camera** switched on.
3. **No recording** is permitted.
4. 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 virtual meeting flows on time and on schedule.
5. Please ensure to familiarise yourself with your son/daughters teachers in advance of the meeting. And click on the individual teachers zoom link at the time allocated on your virtual PT schedule.
6. You will need to click on each individual teachers zoom meeting link for each meeting. Details for each teachers zoom meeting link is here. [Click here for Zoom links.](#)
7. You will be directed to a **virtual waiting room** (illustrated below) if the teacher is with another parent/guardian.

Please wait, the meeting host will let you in soon. 

8. The subject teacher will allow parents/guardians to enter the meeting when he/she is available. Please be aware that you may be waiting in the virtual waiting room until the teacher is free. However we are hoping if all concerned adhere to the schedule then it should run smoothly and within reasonable time constraints.
9. When you enter the virtual meeting please **state your name and the name of the student** you are meeting the teacher to discuss.
10. If you are running late please **stick to your schedule** and please do not try to meet subject teachers at times that have not been scheduled for you as this will compromise the process.



If you require any assistance please do not hesitate to contact a member of the team in school.  
Telephone 058/41140 or email [office@staugustines.ie](mailto:office@staugustines.ie).

Thank you for your continued support and co-operation.

Kind Regards,  
Michael O'Sullivan  
Principal