



Dear Parent/Guardian,

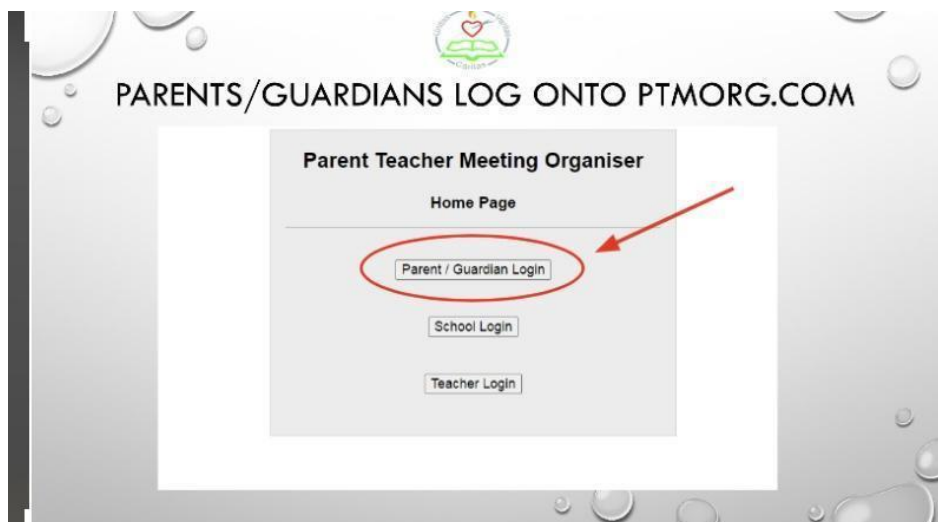
The schedule for the 3rd/6th year PTM is now live. To print your schedule please follow the steps below.

### STEP 1. LOG onto E-Portal



Log onto E-portal to find your son/daughters CODE. [Click here to access E-Portal](#) The Student Code is under personal details- Code.

STEP 2. Log onto <https://ptmorg.com/> to see your schedule.



STEP 3. Print off the schedule.

### Parent/Guardian -Teacher Meeting Etiquette.

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 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: Each student can only be allocated one schedule. Each subject teacher can only be allocated one time slot for each student.**

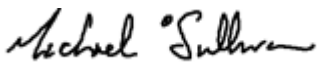
If you are running late please **stick to your schedule**.

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,



Michael O'Sullivan

Principal.