



### **Virtual Parent/Guardian -Teacher Meeting 5th Year Students Monday 7th February 2-5pm.**

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 for 5th years will take place on **February 7th from 2-5** 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 a selection of subject 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.

[Click here to set up a zoom account](#)

### **Virtual Parent/Guardian-Teacher Meeting Step by Step Instruction Guide.**



On February 7th, we are hosting a 5th year Virtual Parent/Guardian- Teacher meeting to enable you to meet your child's teachers to discuss their progress to-date in St. Augustine's College. The virtual parent/guardian teacher meetings will take place virtually via Zoom from 2-5pm. In order to obtain your schedule for the virtual parent/guardian-teacher meeting please follow the steps below. Please note: failure to register and rank preferences by the

deadline will result in no schedule being offered to you as the system will comprehend that you do not wish to attend. Please read the steps carefully below. We have also compiled a step by step video that demonstrates how to login, rank preferences for the virtual parent/guardian -teacher meeting and how to save and submit your preferences.

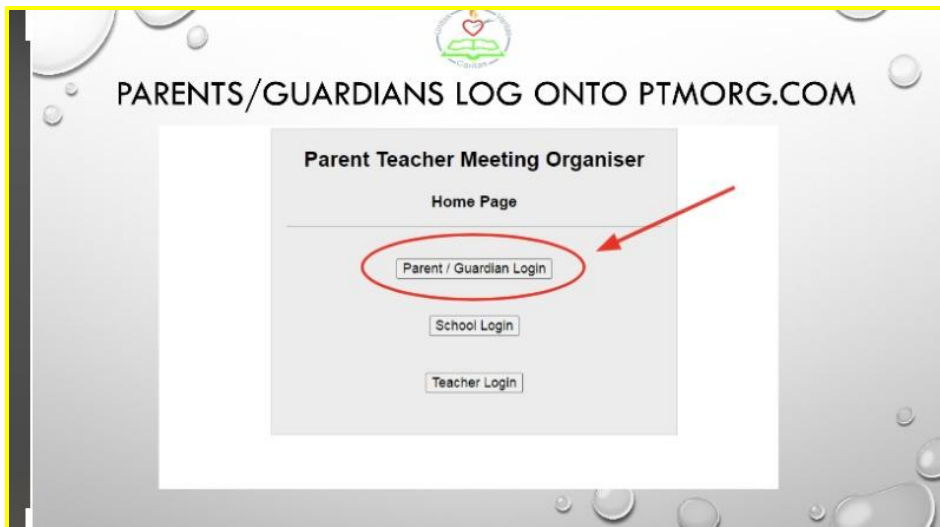
([Click here for Virtual PTM Instructional Video](#) )

### 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. A copy of your son/daughter's ID code was issued to them in school. A copy of the letter with login details can be obtained from the school office.

### 2. Log onto PT Organiser



[Click here for PTM link](#). Make sure you click on Parent/Guardian Login.

2. Enter the school Roll Number **64890W** followed by your son/daughter's **Student ID number** (**Student ID can be found on E-portal under personal details-CODE**). Please call the office at 05841140 if you need assistance.

### 3. Rank Your Preferences

**SELECT PREFERENCES 1, 2, 3 ETC**  
REMEMBER TO CLICK I WILL ATTEND IF ATTENDING

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
Business Studies	Mr Critchfield	0
Geography	Mr Williams	0
German	Mrs Mulvaney	0
History	Mr Critcher	0
Home Economics	Mrs McCloud	0
IT	Mrs Booth	0
Mathematics	Mrs McGrath	0
Physical Education	Mr McKeown	0
Science LJC - Relevant Systems	Mr Conroy	0
Technical Graphics	Mr Fennell	0

Enter your 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 4.

## **4. Save Preferences**

Click on save preferences.

**CLOSING DATE FOR KEYING THE PREFERENCES IS JANUARY 28TH.**

## **5. Your Appointments List**

Please log back into to PT Organiser before the parent/guardian teacher meeting to view your appointment list ahead of the virtual PTM. We advise your print the schedule put in advance. We will notify you on the

school APP when your schedule is a visible.

It is important to note that the Virtual 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 teachers**, however appointments will be distributed equitably.

## **6. Meet Teachers**

The Zoom links for each teacher will be uploaded onto the school app and will also be placed on the school website. Please click on each teachers individual zoom link according to your schedule.

Many thanks for your continued support.

Kind regards,

Michael O'Sullivan

Principal.