



Principal: Ms Maura Murphy
Deputy Principal: Mr Brian Thompson
Deputy Principal: Mr Cyril Mulligan

Upcoming Parent-Teacher Meeting for First Year Students

Parent-Teacher Meeting: 1st year

Date: 20th January 2021

Time: 4:15pm to 6:45pm.

Online: Microsoft Teams

Dear Parent/Guardian,

This year, due to Covid restrictions, we cannot carry out parent-teacher meetings in the traditional manner.

However, we appreciate the importance for staff and parents to communicate and discuss the progress of their son in school and our parent-teacher meeting will take place online using Teams.

We are limited to a 2 ½ hour window and all parents are asked to consider the following:

- Parents must book a meeting time for each individual teacher – the link to the booking form

is <https://outlook.office365.com/owa/calendar/PortlaoiseCBS@portlaoiseCBS.com/bookings/>.

Parents must book individual meetings with each one of their son's teachers. Once a meeting is booked you will receive a confirmation email (check your Spam/Junk folder) – each confirmation will contain the link for that particular meeting. On the evening of 20th January, parents must click on the link in each email and the teacher will admit you to the meeting at the appointed time.

- **Please ensure that your email address is correct; otherwise, you will not receive an email confirmation and link.**
- Meeting times must be booked in advance. Booking closes at 3pm on Thursday 20th January. Note that each time slot and will be on a first-come-first-served basis.
- If you book a time, please be sure to attend or cancel so that someone else can avail of it.
- Please include **your full name and the student's full name and your phone number.**
- Due to time constraints, each booking is for a maximum of **5 min** slots to facilitate parents and staff moving to their next meeting.

- Please ensure that you **allow access** to your device audio.
- If your student has a teacher for more than one subject, please use the one booking time to address both subjects.
- **There is to be no recording in any form of meetings.**

We appreciate your patience and understanding with this new approach to facilitate good communication and partnership between home and school.

Yours sincerely,



Maura Murphy
Principal