



**First Year Parent Teacher Meeting**

**Date: 19<sup>th</sup> January 2023**

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

**Format: In person at the school**

Dear Parent/Guardian/Carer,

As you will be aware, our first-year parent teacher meetings are taking place at the school on Thursday the 19<sup>th</sup> of January from 4.15pm to 6.45pm. To schedule these appointments, our school will be using the PTM Organiser website.

In our experience, with a year group of this size, the scheduling of appointments ensures significantly less waiting time for parents during the meetings. With many of our teachers teaching 72 students in this year group, scheduling will also help to present realistic options for both teachers and parents in terms of how many meetings can take place. The scheduling of appointments will help to limit the amount of time in which you, the parent, will need to spend at the school site on the evening.

Please follow the steps below to book in your appointment slots for the teachers with whom you wish to meet.

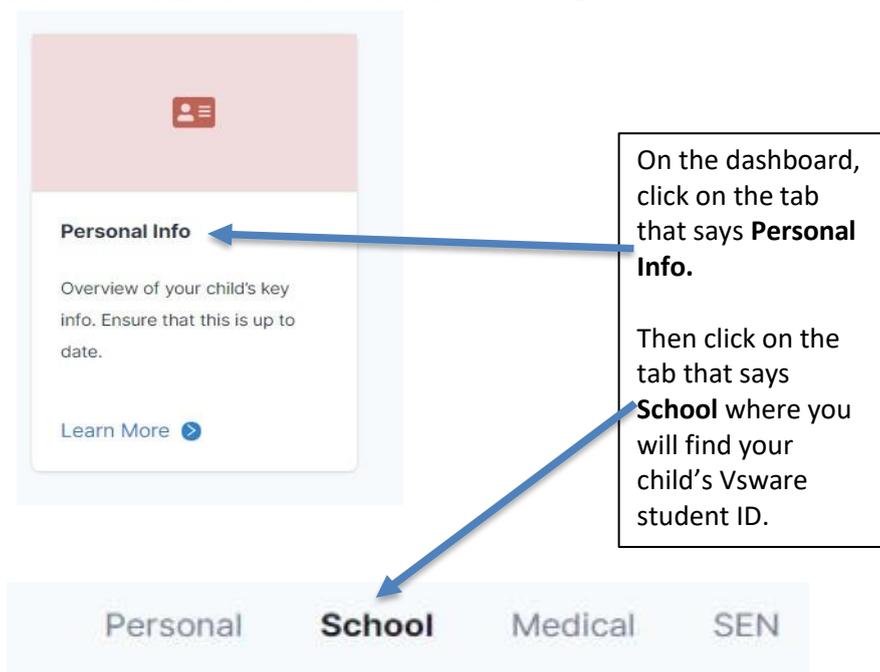
**Step 1:** Visit the PTMORG website by clicking on the link below

<https://ptmorg.com/parentlogin.php?School=68365A>

**Step 2:** Once you click on this link, you will find that you need to make two entries to continue. The first entry involves the school role number which is **68365A**. This should already be prepopulated in the box which says 'school roll number'.

A screenshot of a web form titled "Parent Teacher Meeting Organiser" with a subtitle "Parent / Guardian Login". The form has a light grey background and contains two input fields. The first field is labeled "School Roll Number:" and has a white input box with a thin border. The second field is labeled "Student ID:" and also has a white input box with a thin border. Below these fields is a small, rectangular button with the text "Login" inside it.

**Step 3:** You will also need to input the unique Student ID of your child which can be found on your VSware account. To locate this, you should log in to VSware, on the dashboard click on **Personal Info** and click on **School** to find the VSware student ID.



**Step 4:** You can now return to ptmorg.com and log in by inputting the **Student ID**.

**Step 5:** Once you log in to ptmorg.com, you will be able to choose your preferred appointments. You should enter your preferences by using the up or down arrow in the box to the right of the teacher/subject and by numbering your preferences with '1' being the highest preference. If you do not wish to meet a teacher please enter '0' in the box. The system aims to provide you with as many of your higher preference meetings as possible. Please ensure you hit the **continue processing** button at the bottom of the page. A notice will then appear at the top of the page telling you that your preferences have been saved. Please do not put the number '1' beside every teacher as this will then result in the system generating meetings on a random basis.

**Step 6:** Please now log out.

When the programme closes you will be given as many of your top preferences as possible. If you do not get to meet a teacher that you really wish to speak to, please feel free to email the teacher in question and request a call back. It is important to note that many of the teachers at the school have 25 meeting slots but teach over 70 students and this is the reason why it is not possible for you to meet all of your child's teachers in one evening. Follow up calls can be made on a later date and at a suitable time for all.

Each meeting with a teacher will last a **maximum of 6 minutes**. This will be the case even if the teacher has your child for more than 1 subject. The bell at the school will sound every 6 minutes.

**The window for inputting your choices will close at 8am on Tuesday the 16<sup>th</sup> of January after which requests cannot be processed. If you do not make your preferences before this time, you will not be scheduled to meet any of your child's teachers on the evening in question.**

The schedule for appointments for each parent will be available to view on Wednesday the 18<sup>th</sup> of January at 10am. You will be able to view your schedule and the teachers you will be meeting by logging back into the PTMORG website after this time.

We look forward to seeing you at the meetings.

Kind Regards,

Pádraig Conaty Principal  
Mick Heffernan Deputy Principal