



*POBALSCOIL NA BÓINNE*  
*BOYNE COMMUNITY SCHOOL*

Trim,  
Co. Meath.  
**C15RK79**

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6th of October 2021

Dear Parent/ Guardian,

Following on from our successful trial of **online** Parent-Teacher Meetings this year, we are delighted to say that we will use the same format for our upcoming 3rd Year Parent- Teacher Meetings. While these meetings may be in a different format to normal they do afford you an opportunity to speak to your son or daughter's class teacher. This is an important year for your son/daughter as they come to the end of their Junior Cycle.

In order to conduct these meetings all parents will be sent a text with login details. You will need to log in to <https://ptmorg.com> and indicate whether or not you can attend the online meeting. You will require 2 pieces of information, the school roll number 91508C and a unique student ID, these will be included in the text.

The meetings are scheduled for Thursday 21st of October. The meetings run from 4:15pm. to 6.45pm. If attending, please select the teachers that you wish to meet in order of preference. Your preferences will then generate a schedule for you, your individual schedule will be available a few days before the meeting.

Unfortunately, in order to accommodate all meetings, **we must insist that meetings are kept to a three-minute timeframe**. You will join each meeting at the scheduled time using your son/daughter's existing Google Classroom.

Meetings will be held within Google Meet which is already inherently part of Google Classroom. We will be sending an instructional video closer to the time. Teachers are working to a tight timeframe so please be aware that they may need to end a meeting quickly in order to keep to their meeting schedule. If there is an issue that you would like to discuss in more detail, please feel free to contact the school requesting a call back from the teacher in question.

We would like to remind people that under GDPR guidelines participants do not have permission to record these meetings.

We look forward to engaging with you in this format. We will send out a quick survey after the meetings to get your feedback on how it went and how we could possibly improve it in the future. Sincere thanks for working with us in holding these meetings, this is such an important year for your son/daughter and hopefully these meetings will support them in getting off on the right foot for the year ahead

Kind regards,

Jean Ryan  
Principal