



11th of November 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 2nd 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.

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. To do this 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 2nd of December. 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. We ask that you use their student log in details. Please use the website www.time.is to follow your schedule so everyone will be working off the same time.

Parents/Guardians can log into their child's school account, go to the relevant Google Classroom, at the scheduled time, and click on the link that is visible on the stream to access the meeting. We have prepared an instructional video, click on the [link](#) to access the video. 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.

Kind regards,

Jean Ryan
Principal