

INFORMATION IN RELATION TO OUR PARENT TEACHER MEETINGS



Boyne Community School
www.boynecs.ie

1. Go to the following website either on your phone or a laptop. Using Google chrome is recommended <https://ptmorg.com/>
2. Click on "Parent/Guardian Login"
3. On the next screen enter our roll number - 91508C
4. Then you need to enter your child's VSware ID number (Student ID). The next set of instructions is how you retrieve this from VSware.

A) Log into VSware and select your child's profile

B) Click into the "Personal Info" tab.

C) Then open the "School" tab and the VSware ID (Student ID) is the 4th one down.

D) Take note of this information as you will need this for future parent teacher meetings.

5. Once you are in you will see a list of your child's teachers and subjects.
6. On the right hand side you can select teachers to see in order of your preference. If you do not need to see a teacher for any reason you can leave this as 0 (zero).
7. If you are unable to attend hit the button at the bottom stating this.
8. Once you have your selections made, please click submit.
9. If circumstances change and you are unable to attend please email info@boynecs.ie to let us know.
10. A schedule will be created a few days before the meeting and will be given to your son/daughter for them to bring home. Once schedules are created you can log back in to see your timetable. This means you can access your schedule on your phone on the evening of the meeting.

- On the night please arrive a few minutes before your first scheduled time to allow for parking, signing in and your name badge.
- If you are driving entry is through the main gate only and exiting is by the basketball courts. Please follow all directional signage to avoid congestion. A map is provided below.
- Please stick to your allotted times as best you can.
- After the parent teacher meeting share the information with your child. If there are any issues, focus on the solutions to these issues in a positive way.

Thank you in advance for your cooperation in making these meetings as efficient as possible.

OUR ONE WAY SYSTEM

ENTRANCE

EXIT

PARKING

EXIT

PARKING

PARKING



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