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Leas-Phríomhoide: Diarmuid Ó Donnabháin BSc., HDip in Ed.,
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Leas-Phríomhoide: Treasa Ní Bhocháin, B.A., HDip in Ed

15th January 2022

Dear First Year Parent/Guardian

We have a first year Parent/Teacher/Student meeting in our calendar for Monday, 7th March. Unfortunately, this year we are unable to hold an in-person meeting. We are however, going to hold the meeting online.

We are using an online system called Parent Teacher Meeting Organiser – PTMO to schedule your meetings with teachers. This will schedule the meetings which will be five minutes long. Once the schedule is created you will get a list of the exact times you get to meet with the teachers and the teachers get a corresponding list showing all their appointments.

We always include students in our parent teacher meetings. On the afternoon of the meeting students can leave school at 2:40 to ensure they are home on time. In order to access the online meetings all you need to do is get your son/daughter to open Teams on their phone / laptop or other device. It is essential that you use your son/daughters Teams Account. When the meeting time with a teacher arrives the teacher will 'call' your son/daughter on Teams and you will be able to see and talk to the teacher. Each appointment will need to last exactly 5 minutes so the teacher can 'call' the next parent.

In order to use the scheduling system you need to follow these instructions:

1. Once you have read the instructions in the letter the link to the organiser is <https://ptmorg.com/parentlogin.php?School=70910L> or you can go to www.sbc.ie (our website) and you will see an image called Parent Teacher Student Meeting Organiser and if you click there you will get the link and all the instructions. You will also find it under the Parents tab at the top of the website.
2. When you click on the link in the website or above you will see the following screen:

Parent Teacher Meeting Organiser

Parent / Guardian Login

School Roll Number:

Student ID (Format 9999999):

You need to type in the Student ID which we will send to you in a text.

3. When you log in you will see this screen:

St. Brogan's College
Parent / Guardian Teacher Meeting on 09 Dec 2021
Sixth Year PTS Meeting

Student : XXXXXXXXXX

We invite you to make appointments with the teachers listed below.
Please request appointments in order of preference, starting 1,2 etc.
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Biology	Martina McRann	<input type="text" value="0"/>
Business	Ciara Murphy	<input type="text" value="0"/>
Chemistry	Karen Keohane	<input type="text" value="0"/>
English	Sinead Lane	<input type="text" value="0"/>
Enterprise Education	Sue Brennan	<input type="text" value="0"/>
French	Coireana Kelleher	<input type="text" value="0"/>
Irish	Lucy Sherman	<input type="text" value="0"/>
Mathematics	Derek Mitchell	<input type="text" value="0"/>

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

You simply number the teachers in order of preference i.e. the teacher you most want to see should be number 1, the next number 2 and so on. **It is extremely important that you state a preference as if a teacher has two class groups in one year they may not be able to meet all the parents and the computer will schedule the meetings in order of preference. Please note if you leave the preference at 0 you will not get a scheduled meeting with the teacher.**

4. When you are finished you click on the button on the bottom right hand side and log out. If you can't attend the meeting please click on the button on the bottom left hand side.
5. The deadline for putting in your preferences is **Monday, 28th February**.
6. After that date we will text you again to log in using the same method and this time you will be able to see your schedule of meetings which will look something like this:

Demonstration School
Parent Teacher Meeting on 15 Oct 2021
Third Year

Student : PETER MCHUGH

You are reminded that each appointment is strictly limited to 5 minutes.

Time	Teacher	Class
15:00	MS E.PHILLIPS	History
15:10	MS T.ROUSSEAU	English
15:20	MR G.TIERNEY	Technical Graphics
15:30	MR B.KEEGAN	Geography
15:40	MS N.SMITH	Mathematics
15:50	MR L.PEARCE	Music
16:00	MS F.BAYLY	Home Economics
16:10	MR P.KILPATRICK	French

Schools can enter a message for the parents in this space. It expands to the required length

Please print and bring with you to the meeting

PRINT THIS ROTA LOG OUT

If you have a printer you can print it out or if not just write down the details.

7. On the 7th March at the appointed time find a quiet place for you and your son/daughter to sit. Open Teams on your son/daughters phone, laptop or other device and when the teacher is ready they will 'call' you. It rings like any other call and you click to answer. You will be able to see and hear the teacher.

We have always valued the opportunity to meet with parents and pride ourselves on welcoming them into the school. We have missed these vital interactions and while this will not replace a face-to-face meeting it is the best we can do in the circumstances. It is extremely important that you attend this meeting so you can keep up to date with how your son/daughter is doing.

If there are any difficulties with the system, logging in, a missing subject or anything can you email admin@sbc.ie and we will do our best to rectify it and get back to you.

Kind regards

HELEN CADOGAN
PRINCIPAL