

19<sup>th</sup> December 2022

Dear Fifth Year Parent/Guardian

We have a fifth year Parent/Teacher/Student meeting in our calendar for Monday, 9<sup>th</sup> January. Thankfully, this year we are able to hold in-person meetings again.

Having learnt from our online experience however, we wish to avoid parents having to queue to see teachers and sometimes not getting time to see everyone. We will again use the 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. The meetings will be in the school and in person with the teacher but the scheduling system will be online.

At the meeting you will also get a list of where each teacher is located. On the day of the meeting you will meet each teacher on your list for a maximum of five minutes and this should allow you to avoid queuing.

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

1. You click on the link to the organiser which is <https://ptmorg.com/parentlogin.php?School=70910L> or you can go to [www.sbc.ie](http://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**

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School Roll Number:

Student ID (Format 9999999):

Helen Cadogan *Príomhoide / Principal*  
Derry O'Donovan / Teresa Vaughan *Príomhoidí Tánaisteacha / Deputy Principals*

Registered Charity Number: 20083274

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 Keoghane	<input type="text" value="0"/>
English	Sinead Lane	<input type="text" value="0"/>
Enterprise Education	Sue Brennan	<input type="text" value="0"/>
French	Coirena 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 **Thursday, 5<sup>th</sup> January.**
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

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Student : **PETER MCHUGH**

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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.

We have always valued the opportunity to meet with parents and pride ourselves on welcoming them into the school. 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@sbci.ie](mailto:admin@sbci.ie) or contact our HSCL teacher – Pat Kenneally on 0879700380 - and we will do our best to rectify it and get back to you.

Kind regards  
 HELEN CADOGAN  
 PRINCIPAL