

## Coláiste Pobail na Mainistreach

Bóthar na Mainistreach, An Pórt Mór, Port Láirge

Príomhpoide: Michelle Jefford  
Leas-Phríomhoide: Colm Rice  
Leas-Phríomhoide: Helen Ní Chonchubhair  
Leas-Phríomhoide: Laura Fitzpatrick

## Abbey Community College

Abbey Road, Ferrybank, Waterford

Principal: Michelle Jefford  
Deputy Principal: Colm Rice  
Deputy Principal: Helen O'Connor  
Deputy Principal: Laura Fitzpatrick



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3<sup>rd</sup> December, 2021

Dear Parent/Guardian,

As you are aware, this year's 6<sup>th</sup> Year Parent/Teacher meeting will take place on **Tuesday, December 14<sup>th</sup>, 16:15-18:45**. Due to ongoing public health concerns, we are going to hold our meeting remotely via our school's online learning platform, *Microsoft Teams*.

To attend the meeting, you will first need to log into the **Parent/Teacher appointment scheduler** to arrange to meet your child's teachers.

Please use this link to log in <https://ptmorg.com/parentlogin.php?School=76082H>

You will also need your **child's VSware ID, this was sent to you via text message on Wednesday, December 1<sup>st</sup>**.

- Once you have gained access to the system you will see a **list of your child's teachers and subjects**.
- Please **select the teachers in order of preference, the teacher/subject you most want to see should get number 1, and so on until your 6<sup>th</sup>/7<sup>th</sup> preference**.
- If you place an **'o'** this means you do not wish to have an appointment with that subject/teacher.

At the bottom of the screen, there are two buttons for you to indicate whether;

- You **will not be** attending the meeting.
- Or you **will be** attending the meeting and you want your preferences saved.

You will then be returned to the **parent login screen** and a **notice to confirm your option choice will be displayed**.

- If it is not possible to facilitate a meeting due to the teacher being oversubscribed, the teacher will contact you at a later date.
- If your child has a teacher for two subjects, you will be facilitated with one appointment. Should the conversation need more time the teacher will arrange this at a later date.
- Once all the preferences have been entered, the system will generate the appointments.
- You will be notified when you may access your schedule.
- We will also send you instructions on how to access the meeting on *Teams*.
- **The closing date for your selection is Wednesday, December 8<sup>th</sup> at 16:00.**

As always, if you wish to speak the Year Head, please call the school (051) 832930 and Mr. T. Cahill will return your call at his earliest convenience - please note that this call from the Year Head will not take place during the Parent/Teacher meeting.

If you have any questions or need any assistance, please feel free to contact Laura Fitzpatrick, Deputy Principal, through [info@abbeycommunitycollege.com](mailto:info@abbeycommunitycollege.com).

Yours sincerely,

*Michelle Jefford*

Michelle Jefford

Principal