

## 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



T 051-832930

F 051-851110

admin@abbeycommunitycollege.com

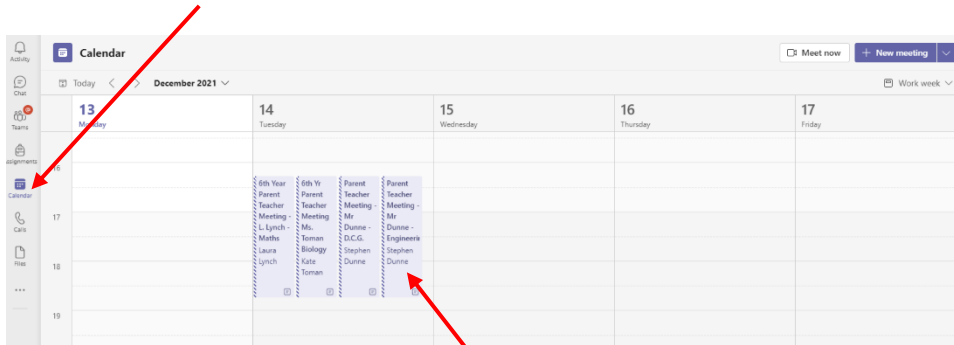
www.abbeycommunitycollege.com

14<sup>th</sup> January, 2022

Dear Parent/Guardian,

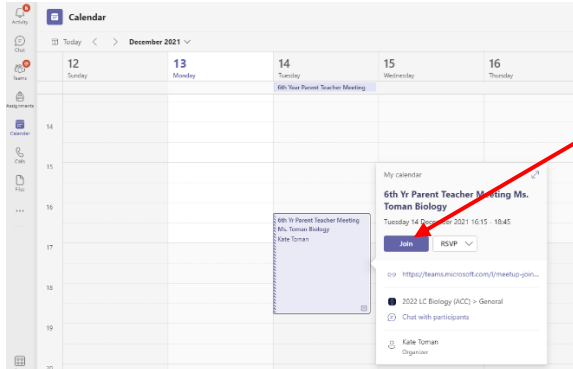
Please follow these steps in order to gain access to your child's Parent Teacher Meeting:

1. Please have your rota at hand. You can access the rota with the link: <https://ptmorg.com/parentlogin.php?School=76082H>  
A paper copy has also been available for students from Ms. Fitzpatrick's office and will be distributed in class.
2. Log into your child's *Microsoft Team*.
3. Click on the **Calendar** icon on the left of the screen.



(Sample Team)

4. Look at Tuesday, 18<sup>th</sup> January.
5. From 16:15-18:43 you will see your child's classes.
6. At the time of the appointment please click on your child's teacher and then **'Join'**.



7. You will be in the lobby for the meeting and the teacher will grant access at the time that the meeting is due to commence.  
*Please note that the meeting slot is strictly set at 4 minutes. We recommend that the meeting last no longer than 3:30 in order to allow time to move from one meeting to the next.* Should you need extra time, the teacher will provide this at a later date.
8. When the meeting concludes please press **'Leave'**.
9. When the meeting has been concluded you will be sent a link to a *Microsoft Form* in order to get feedback on this style of Parent Teacher meeting. We would appreciate you taking the time to let us know your opinion.

If you have any questions please feel free to contact Laura Fitzpatrick, Deputy Principal, (051) 832930, [laura.fitzpatrick@abbeycommunitycollege.com](mailto:laura.fitzpatrick@abbeycommunitycollege.com)

Kind Regards,

Michelle Jefford

Michelle Jefford  
Principal