

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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15th February 2022

Dear Parent/Guardian,

As you are aware, this year's 5th Year Parent/Teacher meeting will take place on **Tuesday, March 1st 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, instructions on how to locate the number was sent Monday, February 14th** (available on our website under 'Online Support' - 'VSware Support').

- 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 6th 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, please review the Assessment Zone 1 report available on your child's VSware profile. If you need to speak to the teacher, please contact the school to arrange a call-back.
- 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 of subject preferences is Thursday, 17th February at midnight.**

As always, if you wish to speak to the Year Head, please call the school (051) 832930 and Ms. L. Cummins will return your call at her 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 laura.fitzpatrick@abbeycommunitycollege.com.

Yours sincerely,

Michelle Jefford

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Principal