

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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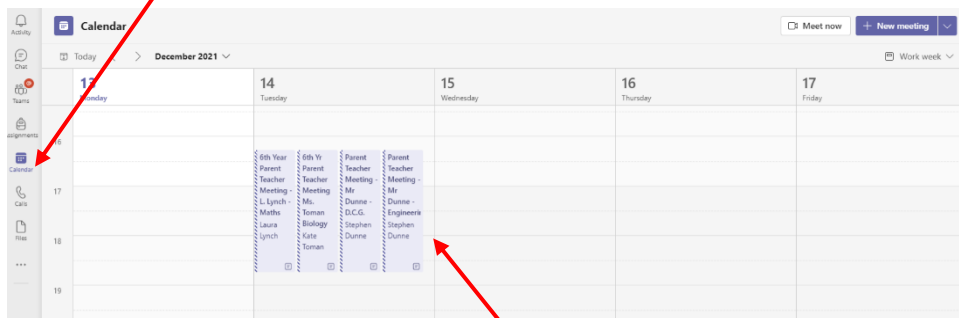
www.abbeycommunitycollege.com

Dear Parent/Guardian,

18 February 2022

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 will be distributed to students.
2. Log into your child's *Microsoft Team*.
3. Click on the **Calendar** icon on the left of the screen.

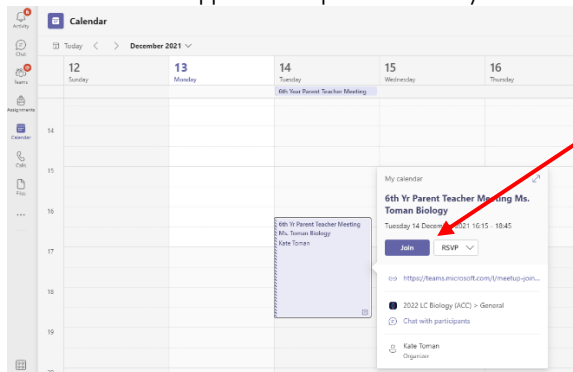


Sample Team

4. Look at Tuesday March 1st.
5. From 16:15-18:43 you will see your child's classes.

PLEASE NOTE: Not all meetings will appear until just prior to the meeting. This is nothing to worry about, rest assured that all meetings will be there ahead of the 16:15 start time.

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 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 talking 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

Kind Regards,

Michelle Jefford

Michelle Jefford
Principal