

Harold's Cross Educate Together
Secondary School, 151-153
Harold's Cross Rd, Rathmines,
Dublin, D6W HP44 Phone: 01
5077280 | Email: office@hctss.ie
| www.hctss.ie | Roll Number:
68365A



First Year Parent Teacher Student Meeting

Date: 18th January 2022

Time: 4:15pm to 6:45pm

Format: MS Teams

Dear Parent/Guardian/Carer,

This year due to Covid restrictions we are unable to carry out parent teacher meetings in the traditional manner. As a result, our First Year Parent Teacher Meeting will take place online using Microsoft Teams.

To schedule the appointments for you to meet with your child's teachers, our school will be using PTMOrganiser software.

Please follow the steps below to book in your appointment slots for the teachers with whom you wish to meet.

Step 1: Visit the PTMORG website by clicking on the link below

<https://ptmorg.com/parentlogin.php?School=68365A>

Step 2: Once you click on this link, you will find that the school roll number has been prepopulated. In the event that this has not happened, the school roll number is **68365A**.

Parent Teacher Meeting Organiser

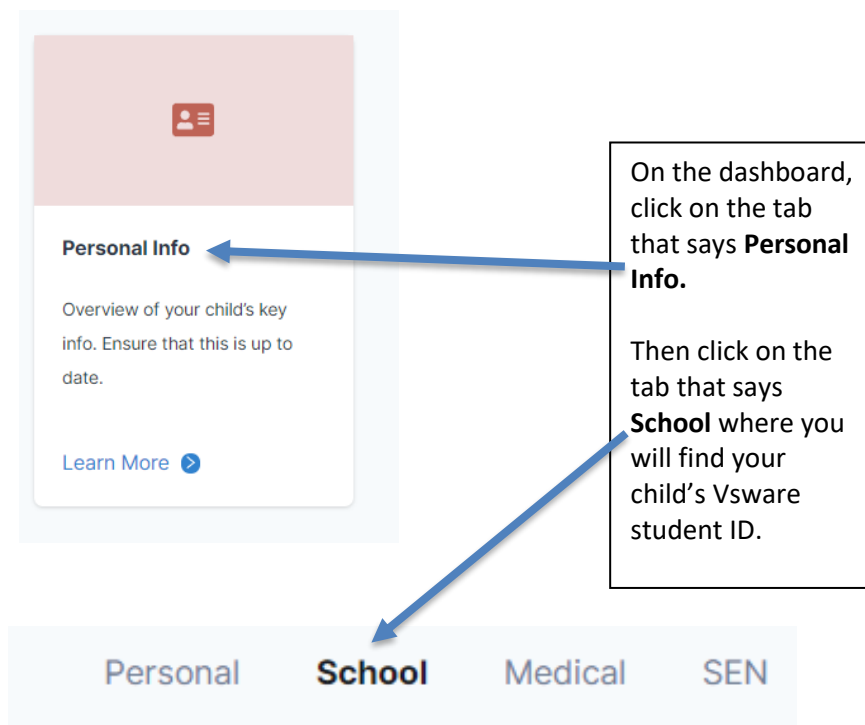
Parent / Guardian Login

School Roll Number:

Student ID (Format 9999999):

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Step 3: You will now need to input the unique Student ID of your child which can be found on your VSware account. To locate this, you should log in to VSware, on the dashboard click on **Personal Info** and click on **School** to find the VSware student ID.



Step 4: You can now return to PTMORG website and log in by inputting the **Student ID**.

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- **Step 5:** Once you log in, you will be able to choose the appointments you want to receive. You should enter your preferences by using the up or down arrow in the box to the right of the teacher/subject and by numbering your preferences with '1' being the highest preference. If you do not wish to meet a teacher please enter '0' in the box. Please ensure you hit the **save preferences** button at the bottom of the page. A notice will then appear at the top of the page telling you that your preferences have been saved.

Demonstration School
Parent / Guardian Teacher Meeting on 30 Nov 2017
1st Year

Student : MOLLY PHILLIPS

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
Art, Craft, Design	MS MCDERMOTT	1
English	MR FERRIS	1
French	MR PRENTICE	1
Gaines	MR TIGHE	0
Geography	MS JONES	0
History	MS O'BRIEN	7
Home Economics	MS JONES	0
Irish	MR KAVANAGH	0
Mathematics	MS HEADSLIP	2
Music	MS KEARNEY	4
Religion	MR PRENTICE	0
Science	MS HEADSLIP	0
Spanish	MR DOYLE	0

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences.

Enter your preferences in numerical order with starting with '1' as the highest preference. Please enter '0' if you do not wish to meet the teacher.

Please hit the attend meeting button in order to save your preferences.

Step 6: You may now log out

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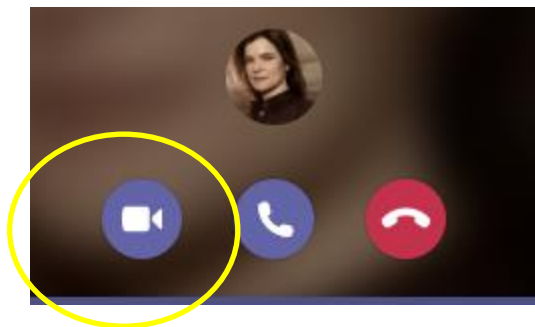
When the programme closes you will be given as many of your top preferences as possible. If you do not get to meet a teacher that you really wish to speak to, please feel free to email the teacher in question and request a call back. On the date of the meeting (January 18th), teachers will not be able to call you outside of the specified meeting times. Follow up calls will be made on a later date and at a suitable time for all.

Each meeting with a teacher will last a **maximum of 6 minutes**. This will be the case even if the teacher has your child for more than 1 subject.

The programme will close at 9.00am on Friday the 14th of January after which requests cannot be processed. If you do not make your preferences before this time you will not be scheduled to meet any of your child's teachers on the evening in question.

The schedule for appointments for each parent will be available to view on Friday the 14th of January at 1.00pm. You will be able to view this schedule by logging back into the PTMORG website. <https://ptmorg.com/parentlogin.php?School=68365A>

The meetings will take place on Tuesday the 18th December using your child's MS Teams account. The teacher will call your child's Microsoft Teams account at the allocated time. The call will appear as below. You should answer the call by clicking on the video call button.



Kind Regards,

Pádraig Conaty
Principal

Mick Heffernan
Deputy Principal

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