



KILLINA PRESENTATION SECONDARY SCHOOL
Rahan, Tullamore, Co. Offaly.

Letter to Parents/Guardians: Upcoming Online Parent-Teacher Meetings

2nd year Parent teacher meeting Thursday 3rd February 2022

Time: 4.15pm to 6:45pm. Online: Zoom

Dear Parent/Guardian,

This year, due to Covid restrictions, we cannot carry out parent-teacher meetings in the traditional manner. However, we understand the importance for staff and parents to communicate and discuss the progress of their son/daughter in school. The parent-teacher meeting will take place online using the zoom meeting platform.

To facilitate these online meetings, the school will be using PTM Organiser software which enables parents to book appointment slots with teachers. PTM Organiser is a web-based system that allows parents to enter their time of preference for these appointments.

Parents must log onto the PTM organiser system using the following link:

<https://ptmorg.com/parentlogin.php?School=65630B>

You must log on promptly to organise your appointment slots. Your appointment list is created by you choosing your appointments in order of your preferences. It is essential to book your appointment times promptly. In some instances, where a teacher teaches up to two class groups, the slots can be filled more quickly. It may not be possible to accommodate all of your preferences in the order you wish. Please follow the following steps to book your appointment slots for the teachers you wish to meet with during the parent teacher meeting.

Steps for Parents/Guardians:

1. You will need your son/ daughters VSWare StudentID + Subject + Teachers Names. All this information is available from VsWare.
2. Parents must log onto PTM Organiser to choose the appointments they want to receive.
3. Please order your preferences (1 being the teacher you most want to see) in selecting the teachers you want to meet. If you select 0 for a teacher, that indicates you do not wish to meet this teacher.
4. The schedule for appointments for each parent will be available for parents to view once all parents have submitted their preferences. Your appointment list will be available on Thursday 3rd February from 9 am. Please download this. The schedule for your son/daughter

parent-teacher meeting will become available by logging back into
<https://ptmorg.com/parentlogin.php?School=65630B>

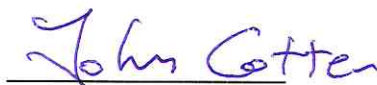
5. Details for each teachers zoom meeting will be posted on the school website on Thursday 3rd February.
6. Join the zoom meeting for the teacher at the time assigned. Parents will be directed to the waiting room where the teacher will allow parents to enter the meeting room.
7. Please ensure that you type your name in the zoom meeting so the teacher can allow you enter the meeting. Each meeting slot is a maximum of four minutes long. This is to ensure all parents have an opportunity to speak to the teacher.

Parents/Guardians must enter their preferences by Wednesday 2nd February at 5pm.

Please make sure to select your preferences during this time as you will not be able to schedule an appointment after this date and time.

If you require any further assistance, please do not hesitate in getting in contact with the school.

Yours sincerely



John Cotter
Principal