



Coláiste Muire,

College Road, Ennis, Co. Clare

Web: www.colaistemuire.ie Telephone: (065) 6829497 Fax: (065) 6828605 Email: admin@colaistemuire.ie

Principal: Ms. Jean Pound

21st Jan 2022

Re: Second Year Parent Teacher Meeting.
2nd February 2022: 4.15 pm– 6.45 pm

Dear Parent/Guardian,

Due to the Covid-19 health Guidelines currently in place, the Second Year parent teacher meeting will take place online using our school platform MS Teams. To facilitate the organizing and scheduling of the meeting, the school will be using PTM Organiser software which enables parents to indicate their preferences for appointments with teachers. This portal will open on January 21st 2022 and it is very important that you register your preferences before 10pm on Thursday January 27th 2022. PTM Organiser can be accessed via the school website (www.colaistemuire.ie) or via the link forwarded to you by text. Parents log in using the school roll number which is 61930Q and your daughters VSware ID which has been handed out to her and attached to the front page of her school diary.

Meetings will be a duration of four minutes. Unfortunately, due to time restrictions, it may not be possible for each teacher to meet with each parent. Once you have registered your preferences, meetings will be scheduled and your daughter will receive a sheet outlining the appointment times with each teacher.

During the meeting, you may use your daughter's iPad or download teams to another device and login using her details. It is highly recommended that you log in to Teams in advance of the meeting to ensure you can access her account.

Each teacher will call you on your daughter's school MS teams account at the appointed time. It is important that both your camera and microphone are turned on. As this is a parent – teacher meeting, it is important that your daughter is not present at the meeting, either in the same room, within earshot – or logged in to the call on another device. In accordance with the schools' acceptable use policy and in line with data protection regulations, recordings of the meeting are not permitted.

Due to time constraints, it will not be possible to discuss the progress of another daughter you may have in another year with the teacher.

If you requested to meet a teacher, but were not allocated an appointment time, you will receive feedback in due course from that teacher.

If you would like to meet with Ms. Joanne Casey, the SEN Co-Ordinator, please email jecasey@colaistemuire.ie to schedule an appointment.

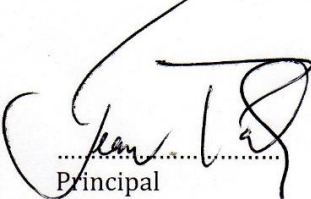
If you would like to meet with Ms. Niamh O'Regan, the Guidance Counsellor please email noregan@colaistemuire.ie to schedule an appointment.

If you feel you need to have an in-depth discussion with one of your daughter's teachers or Year Head (Ms. Lena Power), please email the office at admin@colaistemuire.ie to arrange an appointment.

As this is a new venture for all of us, we thank you in advance of the meeting for your patience and support.

If you require any further information/clarification on the above, please do not hesitate to contact the school office by email at admin@colaistemuire.ie or by phone on (065)6829497 .

Yours sincerely,



Principal