



Loreto Secondary School

Pembroke Hill, Ballynagee, Wexford. Y35WT28.



Telephone: 053-9146162

Email: reception@loretowexford.com Website: www.loretowexford.com
Office hours: 7.45am to 4.15pm Monday to Friday

Thursday, 25 November 2021

Dear 5th year parents/guardians and students,

We wish to take this opportunity to inform you of the arrangements for the 5th year Parent-Teacher Meeting on Thursday, 2 December 2021 from 16.15 to 18.45.

General Information

1. This meeting will be held online due to prevailing public health guidelines.
2. Within this letter (below) and in the coming days, Mr. McGinnity (Deputy Principal) will provide parents/guardians with log-in details as well as a schedule of meetings with individual teachers. To ensure the smooth running of the full meeting, compliance by everyone with this schedule will be essential.
3. Students are not permitted to be present at these online meetings.
4. Parents/guardians are requested to ensure that they are in a confidential setting when speaking to teachers as all meetings are private in nature.
5. The recording of meetings is strictly prohibited.
6. Meetings may be terminated by teachers if they believe that they are not confidential in nature or are being recorded.
7. Consultations between teachers and parents/guardians should be kept as brief as possible in order to adhere to the overall schedule.
8. It is expected that all meetings between teachers and parents/guardians will be conducted in a professional and respectful manner.
9. Because of the time constraints at these meetings, any matters requiring more detailed discussion and sensitivity should be addressed at a separate meeting that can be arranged at a mutually suitable time.

Scheduling and Log-in information

To facilitate this meeting, the school will be using a software package called PTM Organiser. To organise the schedule, each parent/guardian will need to follow the steps below.

1. Click the PTM Organiser link: <https://ptmorg.com/ParentLogin.php?School=63660A>
2. The link above is also accessible through our website, by clicking on the Parent Teacher Meetings tab.
3. Enter the student I.D. This can be found on your daughters' swipe card and must be entered in the format shown there – i.e. 17 – XXXX
4. Enter your preferences, using a scale from 1 – 10. The number 1 will represent the teacher you most want to see.
5. If you do not want to see a particular teacher, select 0 when entering your preferences.

6. If you are not able to attend the meeting, please indicate this by clicking on the 'I am unable to attend this meeting' button.
7. The deadline for submission of your preferences is Monday, 29 November at 22.00. At this point, the system will be closed.
8. When all entries have been received, the schedule of appointments for each parent will become visible.
9. Each meeting slot will be five minutes long. This is to ensure that parents will have the opportunity to speak to as many teachers as possible. However, as some teachers may have up to 60 students in 5th year, the system will not be able to guarantee that all preferences will be fulfilled.
10. Details of each online meeting link will be e-mailed to 5th year student accounts next Wednesday. A text message will also be sent at that time.
11. Please note that Mr. I. Grace is substituting for Ms. T. Browne while Ms. S. Flynn is replacing Ms. A. Doyle and Ms. M. McLean is filling in for Ms. K. Beattie.
12. Ms. K. Johns will be unable to attend this meeting. Her assessment of students will be contained in the Christmas Report. She will also be available to return a phone call from any parent/guardian if any pressing issue needs to be discussed in the coming weeks.

Please feel free to contact us in relation to any matter in this letter – principal@loretowexford.com, deputymcginnity@loretowexford.com, deputyoreilly@loretowexford.com

Kind regards to you all.

Yours faithfully,

Billy O' Shea, Chris O' Reilly and John McGinnity,

Principal and Deputy Principals.