



# Loreto Secondary School

Pembroke Hill, Ballynagee, Wexford. Y35WT28.



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Office hours: 7.45am to 4.15pm Monday to Friday

Tuesday, 11 January 2022

Dear 1<sup>st</sup> year parents/guardians and students,

We wish to take this opportunity to inform you of the arrangements for the 1<sup>st</sup> year Parent-Teacher Meeting on Wednesday, 19 January 2022 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. In order 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. 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. 21 – XXXX
3. Enter your preferences, using a scale from 1 – 13. The number 1 will represent the teacher you most want to see.
4. If you do not want to see a particular teacher, select 0 when entering your preferences.
5. If you are not able to attend the meeting, please indicate this by clicking on the 'I am unable to attend this meeting' button.

6. When all entries have been received, the schedule of appointments for each parent will become visible.
7. **The deadline for submission of your preferences is Monday, 17 January at 16.00. At this point, the system will be closed.**
8. The link above is also accessible through our website, by clicking on the Parent Teacher Meetings tab.
9. Each meeting slot will be three 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 90 students in 1<sup>st</sup> year, the system will not be able to guarantee that all preferences will be fulfilled.
10. Teachers of non-exam subjects have been removed from the list of options due to the time constraints of the meeting.
11. Details of each online meeting link will be e-mailed to 1<sup>st</sup> year student accounts on Tuesday, 18 January. A text message will also be sent at that time.
12. Please note that Ms. C. Lawler is substituting for Ms. S. O' Donoghue..
13. Ms. K. Johns will be unable to attend this meeting. Her assessment of students was contained in the recent 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](mailto:principal@loretowexford.com), [deputymcginnity@loretowexford.com](mailto:deputymcginnity@loretowexford.com), [deputyoreilly@loretowexford.com](mailto:deputyoreilly@loretowexford.com)

Kind regards to you all.

Yours faithfully,

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

Principal and Deputy Principals.