



Online PTM

Dear Parents of 6th Years,

It is our intention to run an online Parent Teacher Meeting via Zoom this **Tues the 23rd of November**. Given the unique circumstances surrounding these meetings we have also extended the length of the meeting to 3 ½ hours, to allow as many parents as possible to meet with their son's teachers. The meetings will **begin at 15:00 and finish at 18:30**.

Protocols for online meetings will follow next week but the purpose of this message is to set time slots for parents to attend. We are using a system called **PTM Organiser** which will create your own individual schedule for the meeting. The steps laid out below are all you must do for the moment.

- Log into your **VsWare** account either via this app or through this [link](#). If you have any issues accessing VsWare please contact the office.
- Click '**Personal Info**' and then '**School**'.
- Take note of your son's **VsWare ID**.
- Go to **PTM Organiser** [here](#) and click '**Parent/Guardian Log In**'.
- Enter the school roll no. (**60420L**) and your son's VsWare ID.
- Select your son's teachers in the order of preference you wish to see them.
- 1 being the highest priority and 7 being least. 0 means you don't need to see that teacher at all.
- Click '**I will attend the meeting. Please save my preferences.**'
- If you cannot attend at all simply click '**Unable to attend**'.

The system will remain open until tomorrow, **Friday the 19th November at 13.00**. We will then be in touch regarding Zoom links, protocols and your schedule for the 23rd of November early next week.

We apologise for the short timeframe and we will be here to support you in the event of any issues. Thanks for your understanding and we look forward to meeting you all on Tuesday.

Kind Regards,

Principal

Deputy Principal