



Holy Faith Secondary School
Belgrove Road
Clontarf
Dublin 3

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Dear Parent / Guardian,

As you are aware, your daughter's Parent Teacher Meeting (PTM) will take place on **Thursday 7th October between 4:15pm and 6:45pm on Teams**. We look forward to meeting with you and hope this Virtual Meeting experience facilitates your engagement with the school community and indeed with your daughter's individual teachers.

Due to the number of students in the year group the time available for each meeting is **limited to no longer than 4 minutes**. This means that all involved need to be aware of the following constraints:

- **It is absolutely critical that each meeting finishes promptly.**
- Even if the meeting should start late, **it must still end at the scheduled time.**

In advance of the parent teacher meeting, you will need to log into the PTM Registration portal, to print off your rota for the meeting or simply take a screen shot of it (<https://ptmorg.com/parentlogin.php?School=60750J>). The image below will show what you need to print/screenshot. Unfortunately the system could not accommodate all parent preferences as a number of teachers teach more than one class. Parents will receive a written progress report in November.

When you log in, the meeting rota page will automatically open such as:

Demonstration School		
Parent Teacher Meeting on 15 Oct 2021		
Third Year		
Student : PETER MCHUGH		
You are reminded that each appointment is strictly limited to 5 minutes.		
Time	Teacher	Class
16:00	MS E.PHILLIPS	History
16:10	MS TROUSSEAU	English
16:20	MR G. TIERNEY	Technical Graphics
16:30	MR B.KEEGAN	Geography
16:40	MS N.SMITH	Mathematics
16:50	MR L.PEARCE	Music
16:00	MS F.BAYLY	Home Economics
16:10	MR P.KILPATRICK	French

On the Day of the Meeting:

1. Meetings are scheduled to take place on Teams between 4:15pm and 6:45pm. Each class teacher will begin a meeting at 4:15pm and you will join the meeting at your scheduled time.
2. As explained above, print off your meeting rota as shown above from the PTM registration portal, or simply take a screenshot. This contains your teacher names and times in a particular order.
3. Download Teams to your computer desktop or laptop - this is preferable to a phone.
4. Log into MS Office/Teams with your daughter's account, go to Teams on the desktop.
5. Using your own Meeting Rota, join each of teacher Teams to attend your individual meetings at your times listed. You will see the names of all the Teacher Parent Teacher Meetings Teams listed on your daughter's Teams Page. Your daughter can show you this in advance of the meeting.
6. The teacher will admit you from the waiting lobby at your scheduled time.
7. Please ensure that only the parent(s)/guardian(s) of the student are present in the room for the duration of the meeting.

If you would like to speak with me as the temporary year head for 3rd Year students, I will be available to speak to parents on Monday 11th October. Please contact me if you wish to arrange a call. My email address is deputy@holyfaithclontarf.com.

We really look forward to meeting with you at our first hosting of a Virtual Parent Teacher Meeting. If you have any queries or concerns in relation to this, please contact deputy@holyfaithclontarf.com.

Yours Sincerely,

Mary Molloy
Deputy Principal