



---

# Holy Family Community School

---

Pobalscoil an Teaghlaigh Naofa

Principal: Ingrid Fallon

Deputy Principals: Denise O' Keeffe, Liam Ferguson, Derek Maher

Kilteel Road, Rathcoole, Co. Dublin.

Tel: 01 4580766 / 01 4580031

Email: [info@hfcs.ie](mailto:info@hfcs.ie) / [www.hfcs.ie](http://www.hfcs.ie)

---

Dear Parent / Guardian,

The second-year parent teacher meeting will take place virtually on Monday 18<sup>th</sup> of October from 4:15pm – 6:45pm. We are delighted to invite students to this meeting as they are the central stakeholders in the conversations about teaching and learning and their development.

The meeting will take place on your child's Microsoft Teams account and links to the meeting will be sent out to you.

This is our first virtual parent/pupil/teacher meeting therefore we are grateful for your support and patience as we endeavour to make it as smooth a process as possible for all involved and we will look for feedback on the meeting afterwards.

**Please Note:**

These meetings will take place virtually through Microsoft Teams. Appointments will be assigned in order of your preferences selected on PTM Organiser ([www.ptmorg.com](http://www.ptmorg.com)) that we are using to schedule the evenings meetings.

The system is designed to create as many appointments as possible within the allotted time by allocating each parent their 1<sup>st</sup> preference followed by their 2<sup>nd</sup> preference. Unfortunately, it may not be possible for some teachers to meet every parent, this will occur if a teacher teaches more than one subject or more than one group in 2<sup>nd</sup> year and/or when meetings with a teacher are high in demand.

If your child has the same teacher for two subjects please only enter a preference value for one subject and zero for the other as the system will only grant one meeting. This will help to ensure you have more space for allocation of other meetings.

Each meeting will be of five minutes duration.

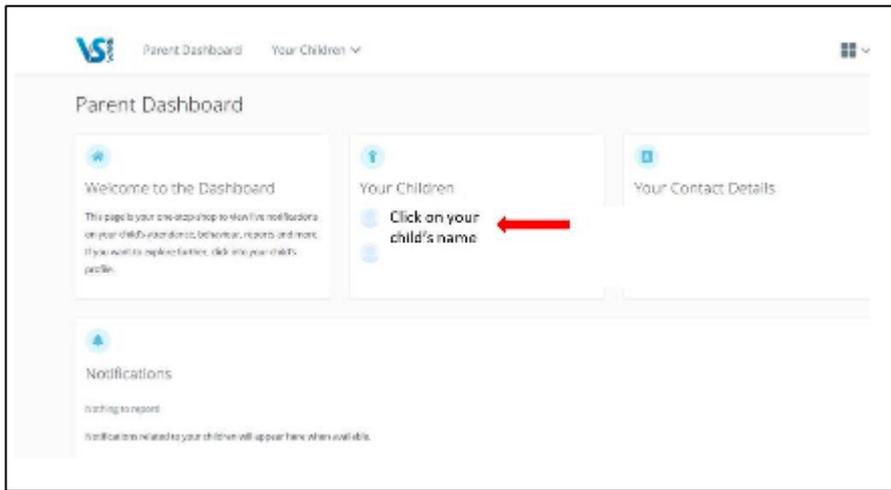
You must select preference numbers if you wish to get appointment times. If you don't select any preferences, the platform will list you as not attending the meeting.

Closing date for entering preferences is 9am on Friday 15<sup>th</sup> October 2021. To set up these virtual meetings there are a number of steps which need to be followed.

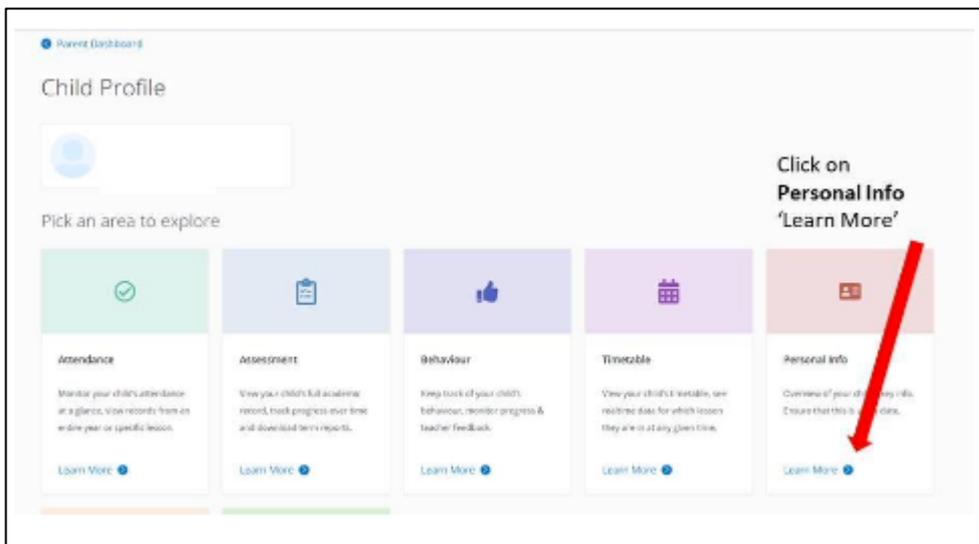
**1. VSware ID**

Your child has received their VSware ID and it should be written in their Dialann. Alternatively you can find your child's VSware ID by completing the following steps on VSware.

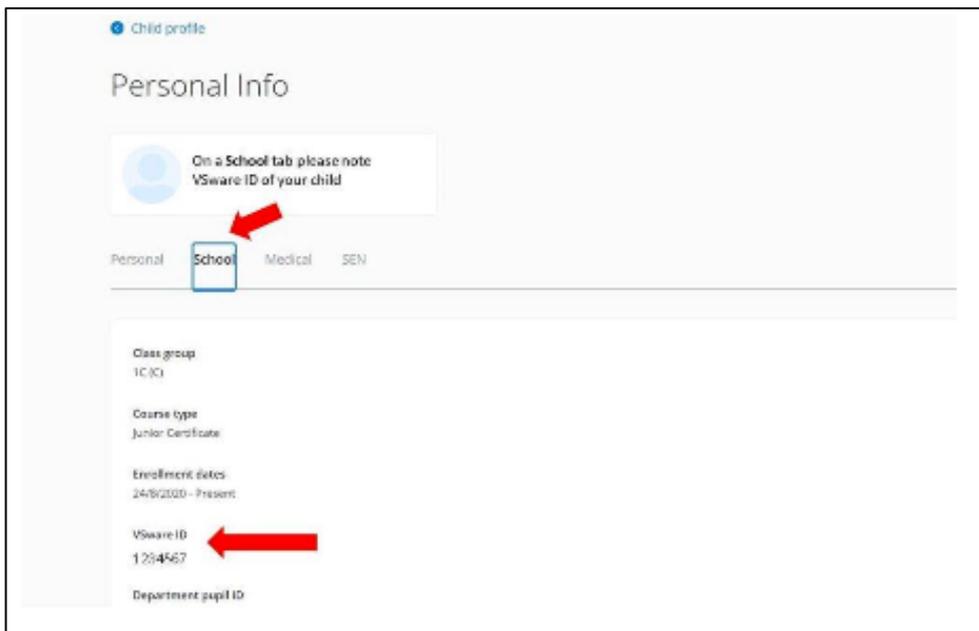
- Open your internet browser: Chrome, Internet Explorer, or Safari (not the VSWare App)
- Go to [hfcs.vsware.ie](http://hfcs.vsware.ie)
- Login with your VSware login and password
- On the "Parent Dashboard" click on the student's name



- On the 'Pick an Area to explore' screen, see the 'Personal Info' panel and click 'Learn more'



- Choose the 'School' tab. VShare ID is available on this screen



## 2. Open PT Organiser

Open your browser and type in: [www.ptmorg.com](http://www.ptmorg.com)

Click on Parent/Guardian login.



## 3. Login to PT Organiser

Enter our school Roll Number: 91301D

Enter your son/daughter's Student ID number: VSware ID per the instructions above.

## 4. Enter Your Preferences

Now you select, in order of preference, the teachers you wish to meet with, starting with 1 for your highest preference down to 10 for your lowest preference. For example, if Science is your highest preference, please enter 1 beside science, if Maths is your 4th preference, please enter 4 beside Maths and so on. If you do not wish to see a teacher, please enter 0 in the box. If your child has the same teacher for two subjects, please only enter a preference value for one subject and zero for the other as the system will only grant one meeting. This will help to ensure you have more space for allocation of other meetings

## 5. Save Preferences

Click "I will attend the meeting. Please save my preferences" button by 9am on Friday 15th October 2021. If you are not attending the meeting please click "I am unable to attend the meeting".

Best Regards,

Ingrid Fallon

Principal