



Dear Parent/Guardian,

The Parent Teacher Meeting Portal is now open to view your schedule of appointments for our 3<sup>rd</sup> year Parent Teacher Meeting this Thursday December 2<sup>nd</sup>. Please access the portal in the same way as you did to register for the meeting.

### **Guidelines for online Parent Teacher Meetings**

- Scheduled meetings will begin at the assigned time by the teacher ringing the student's Microsoft TEAMS account. Parents are asked not to ring teachers.
- Cameras must be kept on by parents and teachers at all times to ensure the integrity of the meetings and to help replicate as best as possible the face-to-face meetings which usually occur.
- Our Acceptable Usage Policy (available on the school website) governs all meetings and must be strictly adhered to.
- No recording of meetings is allowed under any circumstances
- Students might assist in the setting up of the TEAMS platform, however, the conversation is exclusively between parents and teachers.
- Please adhere to your schedule and wait for the teacher to begin each meeting.
- Each meeting is 5 minutes in duration. It is important not to run over on your meetings as this will have an impact on the schedule of teachers and other parents.
- If you feel that having spoken to a teacher/s you require more information or discussion please contact the teacher directly as in normal circumstances.

This is the first instance of Scoil Dara conducting a Parent Teacher Meeting online. We appreciate your support with this. We hope that we experience no significant technological issues however we will communicate with parents through text message as quickly as possible if any issues do arise.

Kind Regards,

David Mc Coramck

Principal