



Scoil Phobail Beal Atha h-Amhnais

BALLYHAUNIS COMMUNITY SCHOOL

David McDonagh *Principal*
Orla Macken *Deputy Principal*

On the Day of the Parent-Teacher Meeting

1: View your Appointments List

Your appointment list for the Parent/Teacher Meeting will be available from **5pm** on the evening before the meeting. Please Log back into www.ptmorg.com You will use the same log-in details as before; see steps 1 & 2 above. Print off a copy of the appointments list.

2: Log on to MS Teams in advance

Ask your child to log-in to their MS Teams account or share with you their Username & Password

Note the following:

- Each teacher will start the online meeting with you at the appointed time. A notification will appear on the TEAMS Calendar, please wait for your appointed slot and the teacher will call you on TEAMS.
- Each meeting will be a maximum of **5 minutes**.
- Parents/Guardians are asked to ensure that the video camera remains on at all times. In the interest of GDPR, teachers will not be able to conduct a meeting with any parent/guardian unless the camera is on.
- The meeting should not be recorded under any circumstances.
- Please only join team meetings at your allocated times and as per the rota to ensure the smooth running of the rota for others.

Due to the volume of students and subjects it may not be possible to get an appointment with all of your child's teachers. However, if there are any subjects that are not on your rota, or if you feel the 5 minutes meeting wasn't sufficient and you require a follow up call please contact the school.

Please note Wellbeing subjects – Religious Education / Physical Education / IT are not included on the list for selection for the P/T meeting. If you wish to speak with those teachers, please contact the school to arrange a follow up call.

Any queries please email: o.macken@ballyhauniscs.ie

Or Call 094 9630234