12th November 2021

Dear Parent/Guardian,

As previously outlined, the 3rd Year Parent Teacher Meetings will take place online this year. The meetings are scheduled for November 18th from 16:00 to 18:30 and will take place through your child’s Microsoft Teams account.

Your child’s schedule is now available to view by following these steps:

1. Go to the following website: <https://ptmorg.com/> or
2. Click on Parent/Guardian Login
3. Enter the Roll Number: **76129H** – you must use a capital H
4. Your child’s **Student ID** which was previously sent out.

**Guidelines for Meetings**

* Students can access Teams using the desktop or phone app and should use their school login. Students should check their log in details today and let Mr Dooley or Ms Rooney know by Tuesday if they need their password reissued.
* When you check your Childs Office 365 Teams Calendar next Tuesday you should be able to see all your individual subject meetings.
* **Only** parents should be on the Teams call for all meetings.
* Webcam should be turned on.
* Each subject has a 5 minute slot. To ensure you make the most of this time we advise you join your next meeting early and wait for the teacher to join. If you join a meeting late the teacher will be unable to stay late as they have full meeting schedules.
* If you cannot make the PTM please email daviddooley@ardgillancc.ie

Kind Regards,

Ardgillan College