Dear Parent/Guardian, for the 1st Year Parent Teacher Meeting on Wednesday 26th of January, we intend to pilot an online PTM. The students will be receiving information during this week around scheduling appointments and we will send out more information to parents about the process in the next few days. We hope that this will prove successful and trouble free! The policy around the online PTMs is available on our school website. Thank you.

First Year Parent Teacher Meetings 2021

(Wednesday 26th of January, 16:15-18:45)

- First Year Parent Teacher Meetings will take place online using MS Teams.
- Teachers are limited in the number of appointments that they can arrange particularly if they have large classes. The software automatically attempts to allocate fairly as possible but may not succeed in granting all the parental preferences.
- First year students will be given a *P/T Meeting Schedule Sheet* **(P/T 1)** during tutor class.
- Teachers will allocate each student in their class a **five-minute** slot for their meeting.
- The student will fill in the teacher's name and the time of their meeting on their **P/T 1** making sure that there is no clash with another meeting.
- Students will bring the completed **P/T 1** home to their parents which will list the students' subjects, teachers and the scheduled time of each meeting.
- Prior to January 25th you will need to ensure you can access your son/daughter's school email account (You will need their username and password).

- On the 26th of January you will need to login to your son/daughter's school email account prior to the commencement of the meetings and then wait for individual invitations to each meeting as per time on **P/T 1.**

- Your son/daughter is very familiar with this and will be able to assist you with the process.

- *e.g. The teacher has agreed to meet the parent(s) of John Heywood at 16:15. The teacher will send a meeting invitation at 16:15 via email to John Heywood's school MS Teams account. John Heywood's parent(s) will be waiting for the invitation and will join the meeting. The teacher will end the meeting at 16:20 and then send an invitation to the next scheduled student's email.*

- Students are requested to advise their teachers in advance if their parents will not be attending.

- We hope to send out a short instructional video over the next few days to assist parents in accessing the meetings.