



Coláiste Pobail Naomh Eoin Bosco, Cill an Dísirt St. John Bosco Community College, Kildysart

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PARENT TEACHER MEETINGS

Dear Parent/Guardian

As you are aware, Parent Teacher Meetings were scheduled and postponed earlier this year until further notice. We had hoped to host these meetings face to face this half term however with growing COVID case numbers, we are advised not to hold Parent Teacher Meetings in the school building. We feel that it is very important that you as parents have the opportunity to meet face to face with your child's teachers, so for this reason we will proceed with Parent Teacher Meetings **via Zoom**.

We plan to hold the first of these meetings on Thursday 25th November between 4:15pm and 6:45pm.

This Parent Teacher Meeting will be for the parents of 2nd year students.

How it will work

- We ask all parents/guardians to download the **ZOOM APP** to your device or smart phone, if you have not done so already.
- Each of your child's teachers will create a **separate Zoom link** for parents to access.
- A list of teachers and a copy of the Zoom links will be sent to all **student email** accounts. (School email accounts) on the morning of the PT meeting.
- Teachers will open their meeting rooms from 4:15pm on Thursday enabling you to log into the Zoom links at a time that suits you.
- You will remain in the 'Waiting Room' until the teacher is free to meet with you.
- After you have had your meeting with a particular teacher, you leave that meeting and log onto the Zoom link of the next teacher on your list.

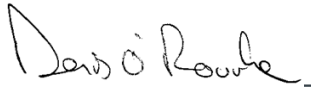
- If the 'Waiting Room' for a particular teacher is very crowded, we will inform you via a message to the waiting room, so that you can leave and come back to it.

In the interest of fairness to all parents, all meetings will be limited to a duration of about 5 minutes and, as always, if you feel more time is needed you can schedule a follow up meeting or phone call with that teacher at a future date.

We ask that all parents attend the meeting with their camera turned on and recording of any meeting is strictly prohibited.

While this is a new method of conducting our Parent Teacher Meetings, we are very confident that it will be a success but as always, we value your feedback. Please don't hesitate to contact us if you have any further queries. Please look at your child's report on Vsware and use this to work out the teachers that you need to see on Thursday, your child will also be able to assist you by making a list of their teachers.

Yours Sincerely,



Denis O Rourke
Principal