

## JC3 Parent/Teacher Meeting Thursday November 25<sup>th</sup> (4:15-6:45pm)

### Guide to your Teacher Meeting

#### Preparing for the meeting:

1. Check your schedule – you can do this by logging back in to the PTM Organiser, using the school roll number **81006S** and your son or daughter's VShare **ID**. You will have already used the scheduler to book your appointment. Your son/daughter will also have received a print out of the rota.

2. You will need your son/daughters School Gmail username and password.

E.g. Username: [2423349@tarbertcs.ie](mailto:2423349@tarbertcs.ie)

Password: Autumn2020

You will get this from your son/daughter. If you have two children in the year group they will have separate accounts. (Contact 068 36105 if you have difficulty obtaining account details).

3. You can use any device to access their Gmail but you may have to download the Gmail app onto your phone if you do not already have Gmail account.

4. Make sure you have access to their Gmail well in advance of the meeting. A trial run is advised.

(Contact the school office if you have difficulty 06836105)

#### Attending the meeting:

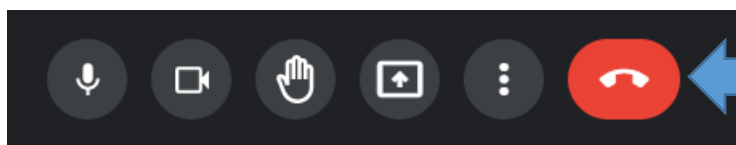
1. The teachers will send you a link to your son/daughters Gmail at 4pm on Thursday November 25<sup>th</sup>.

2. Shortly before your first scheduled meeting open the email sent by the teacher you are due to meet first and click on the link. (The link will appear as below)

E.g. To join the video meeting, click this link: <https://meet.google.com/avm-ugii-zkv>

3. You may have to wait a moment and the teacher will admit you to the meeting.

4. To end the meeting, click on the hang up icon.



Click on this icon at the bottom of your screen to end meeting

5. Check your rota again and open the email of the next teacher, you will be admitted to the meeting in due course. Continue on in this manner to meet all the teachers on your schedule.

**\*\* Please note that teachers will only have 4 minute slots with no break between them. For this reason it is very important that you are on time and the meeting finishes on time. Thank you. \*\***

## Tips for Parents on Virtual Meetings

- Do not be afraid- it's the way forward, no queues or any risk of being overheard - all done in the comfort of your own space.
- Be ready to go, keep it to the point, 4 minutes is sufficient to find out what you need to. If however you feel something needs deeper discussion requiring more time – you can schedule a later phone call with that teacher
- Have a quiet room where you won't be disturbed for the allotted times. Consider using headphones for better audio. Try to get a place with good internet connection if possible. Otherwise the screen might freeze etc.
- Talk to your child beforehand and have your questions prepared for each subject. If your Child's view of their ability/experience in a subject differs from the teacher's feedback, raise that with the teacher.
- Have a pen and notebook to take notes.
- Be prepared with questions to make most of the 4 minutes time allotted.
- Stick strictly to the time schedule- otherwise you or the teacher will be late for another meeting and it will knock the whole schedule off.

Controls you will find at the bottom of your screen:

