

Davitt College

Springfield, Castlebar, Co. Mayo.

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10 March 2022

Re:	Parent-Teacher Meeting 4th Year Students
Date:	15 th March 2022
Time:	4pm to 6:30pm.

Dear Parent/Guardian,

This year, due to Covid restrictions, we cannot carry out parent-teacher meetings in the traditional manner. However, we understand the importance for staff and parents to communicate and discuss the progress of their son/daughter in school, and our parent-teacher meeting **will take place online using Microsoft Teams (MS Teams) software.**

To facilitate these online meetings, the school will be using a Microsoft App called "Bookings" This will enable you, through your child's school email account to book appointment slots with teachers.

You can access the link for Bookings at www.davittcollege.com/ptm

Appointments must be booked by 6:30p.m. on Sunday, 13th March 2022.

It is essential to book your appointment times promptly as the maximum number of appointments a teacher can have is 35 slots, so in some instances where a teacher teaches up to two class groups, the slots will be filled more quickly. Also, as parents book their places, it may not be possible for an appointment to be made with all of your child's teachers.

Please note that each meeting slot is a maximum of **four minutes** long. This is to ensure all parents have an opportunity to speak to the complement of staff teaching their son/daughter.

Please follow the steps below in order to make an appointment with each of your child's teachers:

1. Please have a list of your child's teachers and subjects to hand before starting this process. **We advise completing these steps with your child present.**
2. Please visit www.davittcollege.com/ptm
3. Click on link in the Orange Box. This will bring you to the Bookings Page
4. Select **15th March 2022** so that it is highlighted in a green circle.
5. Under "Select Staff", click on the drop down menu and one by one select one teacher at a time.
6. Choose a time for the selected teacher. Make a note of this time on your handwritten list.
7. Where asked at the bottom of the page, please input the STUDENT'S NAME in the box provided.
8. Press "Book" in the green tab to complete this teacher booking.
9. Click "OK" to acknowledge the booking
10. In the next screen, click on "New Booking" – Repeat Steps 4 to 9 for each teacher required taking note of the booking times, this is to avoid a parent/guardian double booking a particular time slot.

Thank you for your cooperation and support with this new initiative.

Yours in education,

Conor O Reilly

Principal