Dear Parent/Guardian

I hope this email finds you well. May I take this opportunity to wish you and your family a happy and healthy New Year.

**The 5th year parent-teacher meeting will take place on Thursday 24th January from 15.45 – 18.45.** This year a new digital programme has been introduced which allows parents/guardians to book appointments online. The appointments are granted on a first-come, first-served basis. To book your appointments please follow the steps outlined below. You will need the school roll number (**81001I**) in order to log in as well as the student number of your child/children. The student number is the VSWARE ID of your child and is available once you have logged in to VSWARE under ‘personal information’.

* Log on to the parent-teacher meeting organiser (PTMO) programme via

the Parents section on the school website [www.newparkschool.ie](http://www.newparkschool.ie/)  (Parents- Parent Teacher Meeting Organiser) or directly at <https://ptmorg.com/ParentLogin.php>

* Enter the school roll number (if not already populated) and your child’s VSWARE ID number. This will bring you to your child’s personal page where his/her teachers and subjects are listed.
* Enter your preferences by using the up or down arrow in the box to the right of the teacher/subject. If there is any error on the list of subjects/teachers please let me know immediately by emailing ptmeetings@newparkschool.ie and I will rectify it.

If you do not wish to meet a teacher enter zero in the box.

* Please ensure you hit the SAVE PREFERENCES button at the bottom of the page. A notice will then appear at the top of the page telling you that your preferences have been saved.
* You may now log out.

*If you cannot attend the meeting please tick the appropriate box.*

**The programme will close at 1pm on Wednesday 16th January, after which requests cannot be processed.**

You will be emailed again when the appointment times have been generated. Simply log on to the programme again as above and your times will appear on your child’s page. **Please print them out and bring them to the meeting on the day.**

If you have any queries or problems please email me at ptmeetings@newparkschool.ie.

Many thanks in advance for your co-operation.

Kind regards,

Gearoidín O’Dwyer

Parent-Teacher Meeting Co-ordinator