



## Online Parent Teacher Meetings

Third Years: Wednesday 19<sup>th</sup> January 2022

Platform: Microsoft, Bookings App

Dear Parents and Guardians,

We hope the following guide will assist you in booking staff for the Parent teacher of your son/daughter. A pdf document listing third year teachers and their subjects will accompany this guide.

A link to the bookings page will be text to parents/guardians two days in advance of PT Meetings.

Monday at approximately 3.30pm

Donabate Community College

Sixth Year Meeting  
5 minutes  
Free

02 December with Marian Flynn (Donabate CC)

< > December 2021

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select staff (optional)

Marian Flynn (Donabate CC)

16:15	16:20	16:25
16:30	16:35	16:40
16:45	16:50	16:55
17:00	17:05	17:10
17:15	17:20	17:25
17:30	17:35	17:40

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

**First Step:** From the drop down menu, choose the teacher you wish to book.

**Step Two:** Click on the time to book the teacher.

Fill in the remainder of the form as the sample demonstrates below:

Add your details

Marian Flynn

marianflynn@ddletb.ie

Provide additional information

Please Enter Student Name

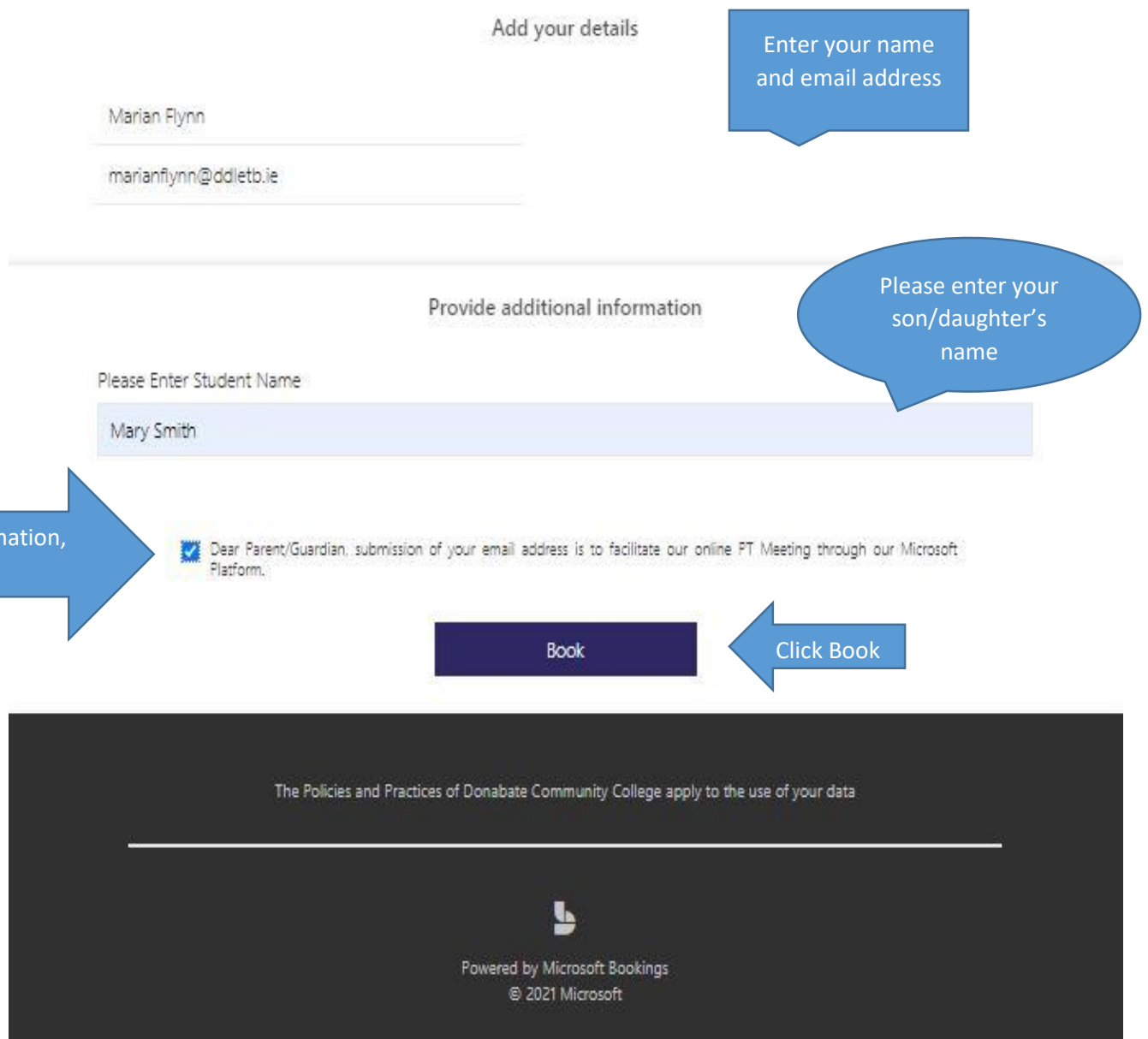
Mary Smith

Dear Parent/Guardian, submission of your email address is to facilitate our online PT Meeting through our Microsoft Platform.

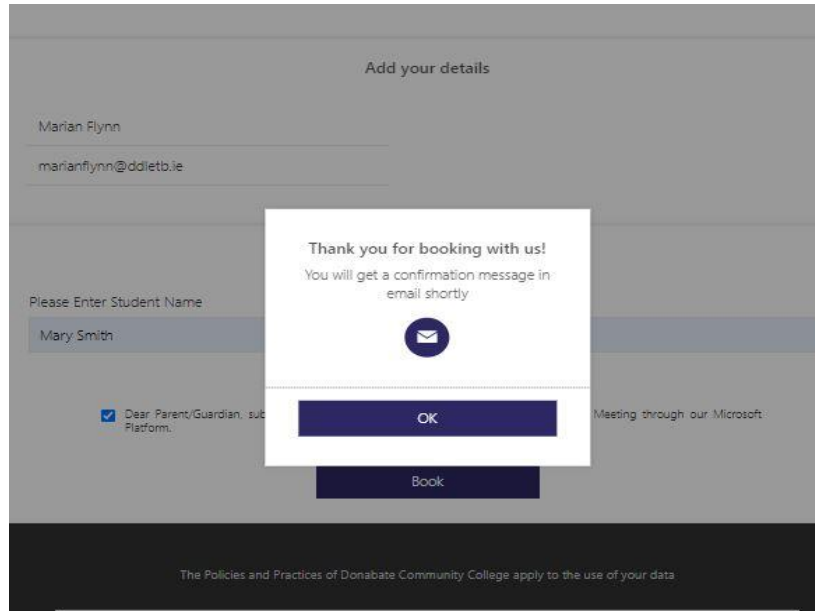
[Book](#)

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The Policies and Practices of Donabate Community College apply to the use of your data



Once Book is clicked, the following message will appear, click OK



The following screen then displays with option “new booking” to book the next teacher you wish to meet. You will receive email confirmation of your booking.



# Donabate Community College

Upcoming booking for  
Marian Flynn

Sixth Year Meeting  
Free

  
02 December 2021  
17:05 (5 minutes)  
  
Marian Flynn (Donabate CC)

Reschedule  
Cancel booking  
New booking

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

## Additional Information:

### We recommend:

Checking the staff list attached to this document for the names of your son/daughter's teachers

That you book meetings strategically, once the available teacher time slots have been booked, the teacher is unavailable to further bookings. It is not uncommon for teachers of Junior classes to teach in excess of 50 students. The maximum number of meetings possible is 24.

Downloading the Teams App

Making sure that your bookings are saved to your digital calendar

### Gentle Reminders:

Meetings will be strictly of 5-minute duration, and will end at that point. As meetings will end at the 5 minute intervals, we ask that you monitor the time so that your conversation is not cut off mid-sentence.

Bookings may be made up to one hour before the PT meeting is due to begin.

**As you are booking your slots, jot down the teacher and booking time on paper, (sometimes paper and pen comes to the rescue) as an aide to memory. Only book teachers which teach your son/daughter.**

As with our recent practise at in person PT Meetings, your son/daughter may be present on screen with you, if you so wish.

Recording of meetings is strictly prohibited.

This is a new development in our use of the Microsoft Platform, and while excited to have this facility, this is our second time using the system and we would be grateful for your feedback. Please send to [info@donabatecc.ie](mailto:info@donabatecc.ie) , marked PT Feedback in subject box.

The PT meeting will open for bookings on Monday from approximately 3.30pm when the link is text to your phone, and remain open for bookings up to one hour before the commencement time.