



## Online Parent Teacher Meetings

### Fifth Year Parent/Guardian Teacher Meetings February 6th 2024

Platform: Microsoft, Bookings App

1

Dear Parents and Guardians,

We hope the following guide will assist you in booking staff for the Parent Teacher meeting of your child.

**A link to the bookings page will be text to parents/guardians in advance of PT Meetings, approximately 4pm on Thursday 1<sup>st</sup> February 2024.**

**Bookings may only be made for Tuesday 6<sup>th</sup> February 2024.**

Ad Astra  
Laboreque Exortatione

## 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	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

Click the time you wish to book (Step 2)



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**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

Enter your name and email address

Provide additional information

Please Enter Student Name

Mary Smith

Please enter your son/daughter's name

Data Information, please tick.

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

Book

Click Book

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



Powered by Microsoft Bookings  
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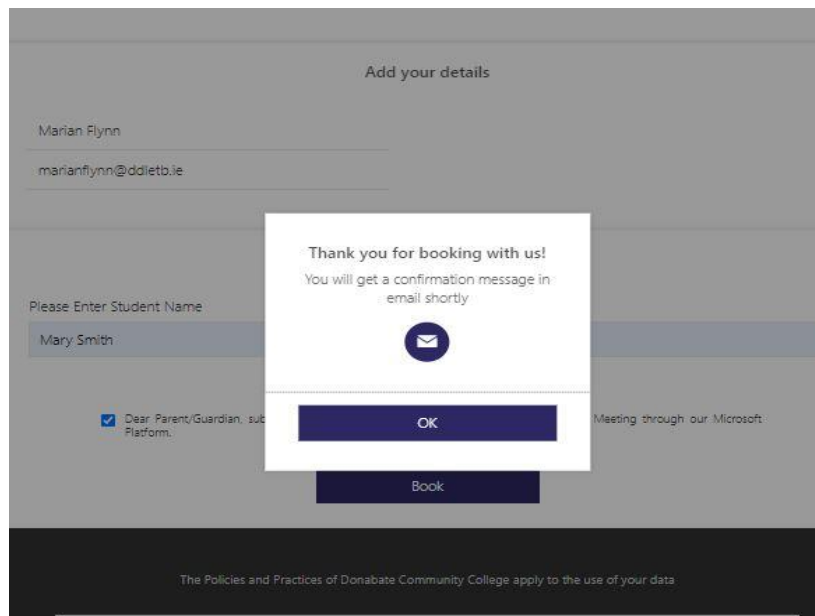
Online Parent Teacher Meetings

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3

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.



Online Parent Teacher Meetings

## Fifth Year Parent/Guardian Teacher Meetings February 6th 2024

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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

### We recommend:

Checking the staff list attached to this document for the names of your child's teachers. Please do not click on "Anyone". This is a default that we have requested removed.

As some teachers' surnames are close in spelling, please ensure that you are booking the correct teacher.

That you book meetings strategically, once the available teacher time slots have been booked, the teacher is unavailable to further bookings. A number of fifth year teachers teach multiple classes; it is not possible for them to meet each parent/guardian of the students which they teach. In these cases, please contact the school through [info@donabatecc.ie](mailto:info@donabatecc.ie) to request an update on your son/daughter's progress in that subject.



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5

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. At that point the bookings link will close for further bookings.

**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 child. Only book teachers of exam subjects.**

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

Recording of meetings is strictly prohibited.

We can only facilitate one booking per family per teacher, including cases in which a teacher teaches your child for multiple subjects.

We would be grateful for your feedback. Please send to [info@donabatecc.ie](mailto:info@donabatecc.ie) ,mark PT Feedback in subject box.

**The PT meeting will open for bookings on Thursday 1<sup>st</sup> February at approximately 4pm, when the link is text to your phone, and remain open for bookings up to one hour before the commencement time.**

**Please ensure to enter your email address correctly as this is the address your confirmation and meeting link is sent to.**

Thank you for taking the time to read this document.

Donabate Community College