



Online Parent Teacher Meetings: Second Year

Thursday 14th March 2024

Platform: Microsoft, Bookings App

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Dear Parents and Guardians,

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

A link to the bookings page will be text to parents/guardians in advance of PT Meetings, approximately 3.30pm, Monday 11th March 2024

Bookings may only be made for Thursday 14th March 2024

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
17:15 17:20
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



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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.



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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 son/daughter'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 third 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 to request an update on your son/daughter's progress in that subject.



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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 son/daughter. Only book teachers of exam subjects.

As with our recent practise, your son/daughter 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.

We would be grateful for your feedback. Please send to info@donabatecc.ie ,mark PT Feedback in subject box.

The PT meeting will open for bookings on Monday 11th March, at 3.30pm approx., 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.