



Online Parent Teacher Meeting

To facilitate parent teacher meetings in a safe environment, we plan to hold all our parent teacher meetings online via the Microsoft Teams app.

How this will work....

To book your appointments:

You will be sent a text to say that the booking is open for your child's parent teacher meeting. There will be a closing date after which you will be unable to access this booking site.

You will go to the school website and click on the link to the parent teacher meeting booking (Go to www.preswex.ie and then click on the SCHOOL INFO button).

To log in you will need your child's **VSware ID**. This can be found by logging in to VSware and going to personal and then school info.

Once you have entered this information, you will see a list of your child's teachers. You will also have the option to indicate that you cannot attend the meeting.

You place the number 1 beside the teacher's name you most want to meet and then 2, etc.

Save and close that information.

Getting your schedule:

When the closing date is reached, the program is run and parents are allocated meeting times.

You will receive a text to let you know you can log in again to see your schedule.

Logging on to the meeting:

The meeting will take place via Teams. You will log on using your child's iPad and there will be a Team set up by each teacher for their meeting. You tap on this to enter the meeting at the allocated time. The meeting will last for 5 minutes maximum, you will be cut off after this time to allow the teacher to meet the next parent.

IT IS STRICTLY PROHIBITED TO RECORD ANY PART OR ALL OF THE MEETING.

Please note:

It will not be possible to see all your child's teachers as the number of appointments is restricted, so it is important to give thought to who you choose as 1,2,3, etc.

Some teachers may be oversubscribed and will not be able to meet all those who have requested an appointment. Therefore, even if you place 1 beside a teacher's name, you are not guaranteed to see them. The program will give you the highest possible combination of those teachers you ranked highest.

The appointments will be a maximum of 5 minutes long. You will be cut off after this time.