



Le Cheile Secondary School
Hollystown Road
Tyrellstown
Dublin 15
Ph: 01 8227181

27th January 2022

Dear Parent /Guardian,

The 2nd Year Parent Teacher Meeting takes place on **Thursday 3rd February from 4.15pm to 6.45pm**. In line with Covid protocols this meeting will take place virtually.

The parent teacher meeting will give you an opportunity to meet with your child's teachers and discuss their progress. This first year of the Leaving Cert course is such an important year for your child we strongly encourage all parents to attend. Students are welcome and encouraged to join their parents at the Parent Teacher meeting. Parents can book a maximum of six appointments through our Parent Teacher Meeting Booking System.

A guide to using this booking system can be found on the back of this letter. A short video guide is also available at the link below. This details how the video appointments work and we would strongly advise all parents to look at this video in advance of the meeting.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

We would advise parents to book their appointments immediately, should you have any difficulties you can contact the school office who will be happy to help. The Booking System will close at 12.30pm on Wednesday 2nd Feb.

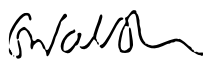
If you are unable to attend please log into the system and click the 'unable to attend' tab. This will save us time following up with parents who have not made appointments.

We look forward to meeting you on the 3rd February.

With every good wish,

Yours faithfully,


Ms. Leona Harrington
Principal


Ms Emer Walsh
Deputy Principal

Eoin Walshe
Acting Deputy Principal

Logging in to the Parents Evening System

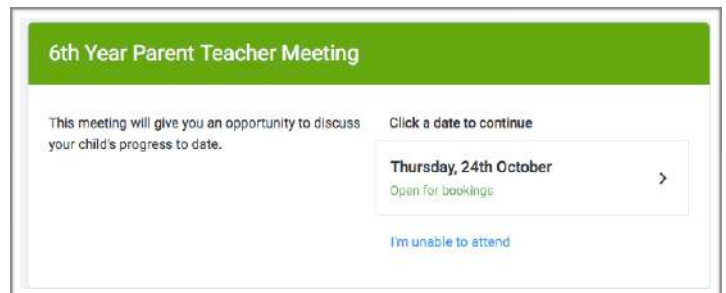
Step 1: Log onto the system at www.lecheile.parentseveningsystem.co.uk

Step 2: Fill in your details as requested



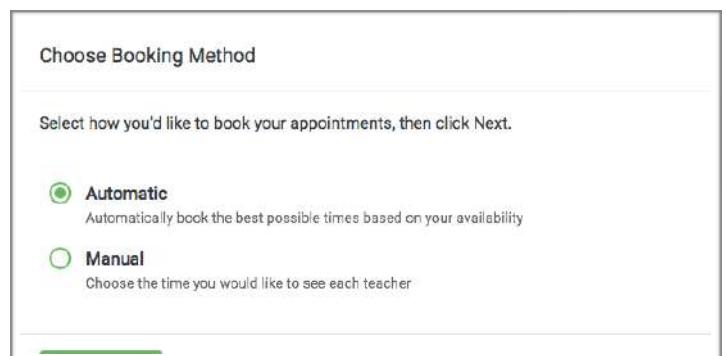
The registration form consists of two sections. The first section, 'Parent Details', includes input fields for 'First Name', 'Surname', 'Email', and 'Confirm Email'. The second section, 'Student's Details', includes input fields for 'First Name', 'Surname', and 'Date of Birth'. The 'Date of Birth' field is a date picker currently set to 1 January 2010.

Step 3: If you are unable to attend please click the '**unable to attend**' button otherwise click on **Thursday 3rd February**



The screen displays the title '6th Year Parent Teacher Meeting'. Below the title, it states: 'This meeting will give you an opportunity to discuss your child's progress to date.' To the right, there is a section titled 'Click a date to continue' with a date picker showing 'Thursday, 24th October' and a right arrow. Below the date picker is a link that says 'Open for bookings'. At the bottom of the section is a link that says 'I'm unable to attend'.

Step 4: To choose your booking method click on **Manual**, this will bring you to list of your child's teachers. Click the **Continue to Book Appointments** tab



The screen is titled 'Choose Booking Method'. It instructs the user to 'Select how you'd like to book your appointments, then click Next.' There are two options: 'Automatic' (selected with a radio button) and 'Manual' (unselected with a radio button). The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'.

Step 5: The teachers and their free slots are now available for you to choose your preferred times. The system will only allow you to book six appointments.



The screen displays a list of eight teachers, each with a green checkmark in a box to the left of their name and subject. The teachers are: Ms L Collins (RE), Ms N Coughlan (Biology), Ms I Heavey (Economics), Mr B McCann (Accounting), Ms J Moynihan (Spanish), Ms K O Reilly (Irish), Ms M O Shea (Maths), and Ms E Stanley (Tutorial). Below the list is a link that says 'Add Another Child'. At the bottom of the screen is a green button that says 'Continue to Book Appointments'.