Form 3 Parent/Student/Teacher Meeting
Tuesday 10th November 2026
1:10 – 3:40PM

Dear Parent/Guardian,

We are writing to update you on the arrangements in place for the upcoming Parent-Student-Teacher meeting. These meetings will be taking place in person in the Bevan Lamb Sports Hall**. Due to industrial action we have had to move the meeting time, it will take place during the school day, please take note of the amended time above.** We will retain the appointment system. Parents will be allocated five minute appointments with teachers.

We use the **Parent Teacher Meeting Organiser App** to book these appointments. There are a number of key steps to follow to book appointments. We have outlined them below, please follow them carefully. We advise printing off this document and going through it step by step.

The system tries to match as many preferences as possible but given the number of subjects and teachers and the limit on possible appointments not every subject teacher will be available for every student. The program will work on the order of preference you provide.

In order to set up this meeting you will need your son/daughter's unique VSware ID number, the instructions for obtaining this are stated below.

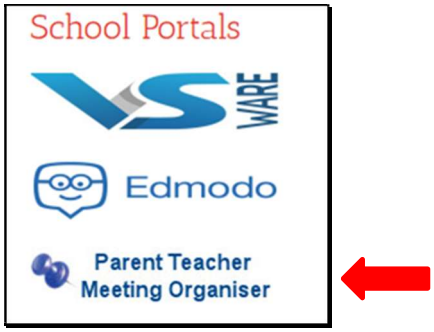
1. Log into VSware
2. Click into your students/children
3. Select child
4. Click into personal information
5. Click into the school heading
6. Scroll down till the VSware ID number (7 digits) is stated
7. Log out of VSware

The deadline for selecting preferences is 2pm Thursday, 5th November and then the application will close. This deadline must be strictly adhered to. No preferences can be made after this and we will presume you cannot attend.

INSTURCTIONS TO SET UP PARENT/TEACHER MEETING

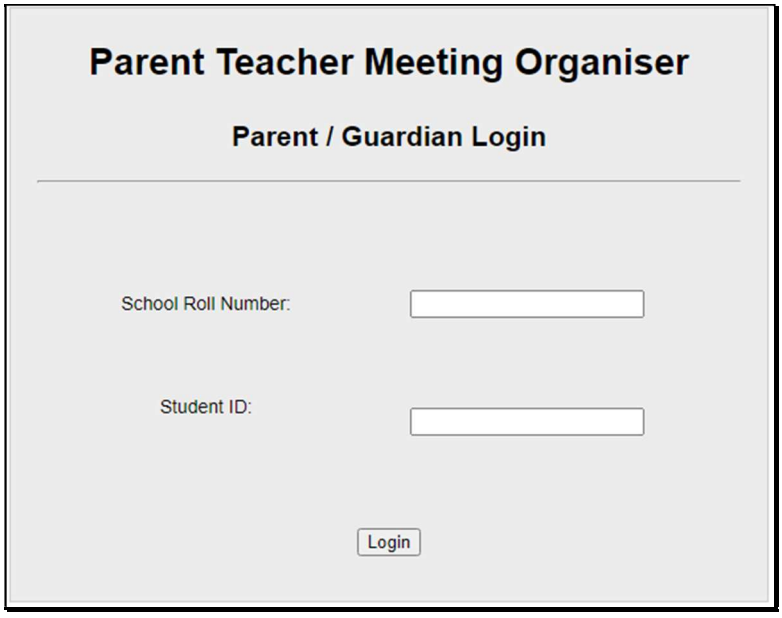
Step 1:

Go to www.droghedagrammarschool.ie Click into the Parent Teacher Meeting Organiser, which is located under School Portals.



Step 2:

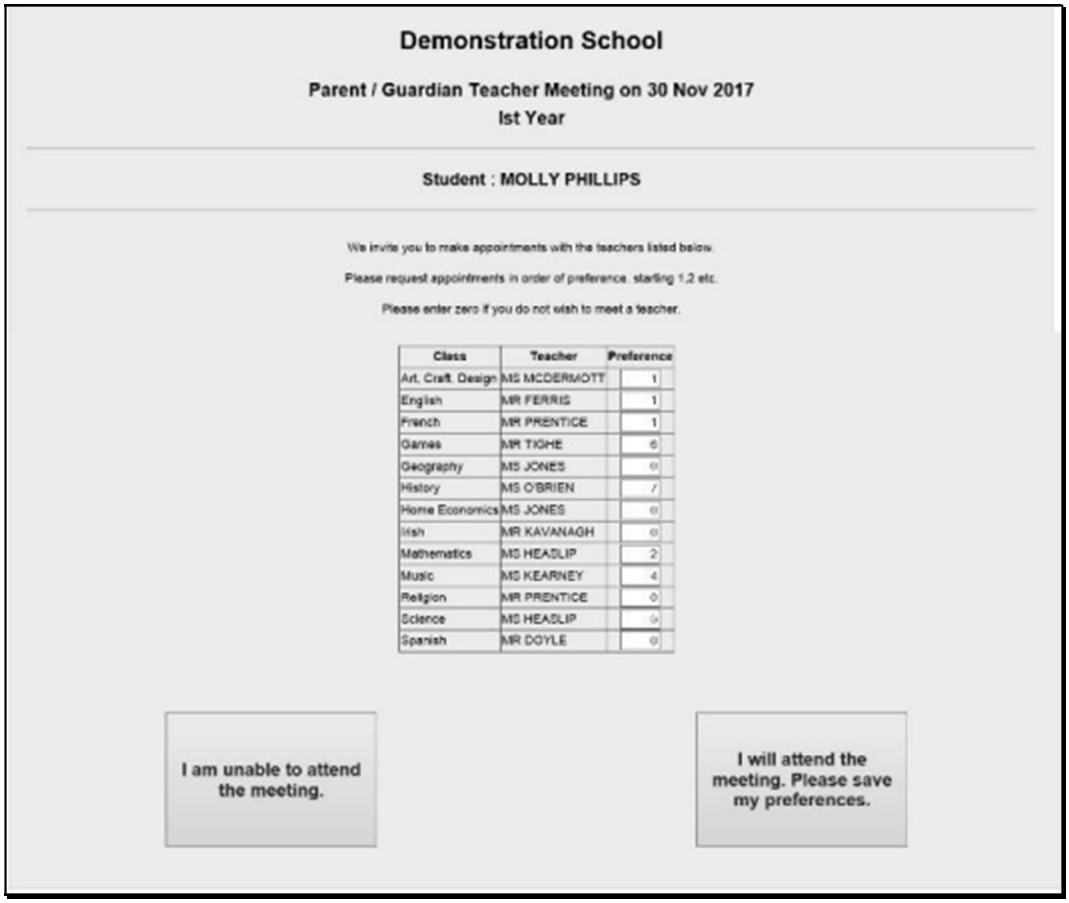
Enter the school roll number **63870L** (make sure to use a capital L) and then your **son/daughter's unique ID number**. The instructions for obtaining this are stated on the first page of this document. Once both fields are filled in, then click **Login**



Step 3:

The next screen will show your son/daughter's name and his/her subjects and teachers. For teachers you wish to see you must select a preference 1, 2, 3, 4, 5 etc. accordingly against the subject/teacher. 1 is the teacher you most wish to see etc. An entry of 0 means that you do not wish to have an appointment for the subject/teacher.

The system tries to match as many preferences as possible but cannot guarantee to meet all requirements as it needs to facilitate as many preferences for everyone as possible so please select your preferences according to the teacher you most wish to see being number 1 and so on.



Step 4:

When you are finished selecting your preferences, click at the bottom of the same page. **'I will attend the meeting, please save my preferences'**.

Please also let us know if you are not attending by clicking **"I am unable to attend the meeting".** This is very helpful to us also.

Step 5:

Once the application process has closed the appointment timetable will be generated and you will receive a VSmail informing you to **log into the parent teacher meeting portal to view/print your timetable.** Please print this timetable or download to your device and bring it along to the meeting.

KEY POINTS TO REMEMBER

- This is not first come first served.
- You must keep your appointment time as it cannot be rearranged/moved.
- Appointments are a maximum of five minutes with each teacher.
- If the teacher teaches two subjects, both subjects will be discussed at the one meeting.
- The system tries to match as many preferences as possible but cannot guarantee to meet all requirements as it needs to facilitate as many preferences for everyone as possible.

If you require and further information or assistance please email Administration team info@droghedagrammarschool.ie

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