



Information for Parents for Online Parent Teacher Meetings in Gallen Community School.

We will hold a virtual Parent-Teacher Meeting, on Thursday 27th January 2022 for parents/guardians of First Year students between 4:15pm and 6:45pm. This meeting will require you to use either a smart phone, laptop, PC or other device that has a built-in microphone and camera.

Each meeting will be five minutes in duration. **Note you must have Microsoft Teams app downloaded on your device in order to make a booking. Please use your son or daughter's school email address to log in and to make your bookings.**

The link to the Gallen Community School First Year Parent-Teacher Meeting booking page is:



On the calendar choose Thursday 27th January 2022:

< > January 2022

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)

Anyone

16:15	16:20	16:25
16:30	16:35	16:40
16:45	16:50	16:55
17:00	17:05	17:10
17:15	17:20	17:25
17:30	17:35	17:40

From here select the teacher that you wish to book with.

From here choose a time slot. As teachers are booked time slots will disappear

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

On the right-hand side of the page, you will see a list of all the First- Year teachers in the dropdown menu on the right-hand side of the screen.

Use the list of teachers provided by your son/daughter to select a teacher whom you would like to meet.

On the occasion where one teacher happens to teach the student two subjects, one meeting slot will suffice.

Once you select a teacher's name, the remaining available appointment slots for that teacher become visible.

Click on a five-minute slot for the teacher of your choice.

Add your details

Name

Email

Address (optional)

Phone number (optional)

Please let us know if you have any special requests.
Thank you.

Notes (optional)

Book

[https://www.gallencs.com/
terms and conditions](https://www.gallencs.com/terms and conditions) | The Policies and Practices of Gallen Community School apply to the use of your data

Scroll down to the section entitled **Add your details**.

Enter the **STUDENT'S NAME** and the **email address of your son/daughter** to facilitate the video meeting.

It is important to enter your child's name rather than your own, so teachers know who they are meeting.

Confirm the appointment with that individual teacher by clicking **BOOK**.

A message will appear on screen confirming the booking you have made. Click OK.

You will be brought to a new screen allowing you to make appointments with other teachers. Repeat the steps to make appointments with the remaining teachers by pressing **New booking** each time. If you are using, you son/daughters email the appointments should populate in their Teams calendar making it much easier on the night to move from meeting to meeting.

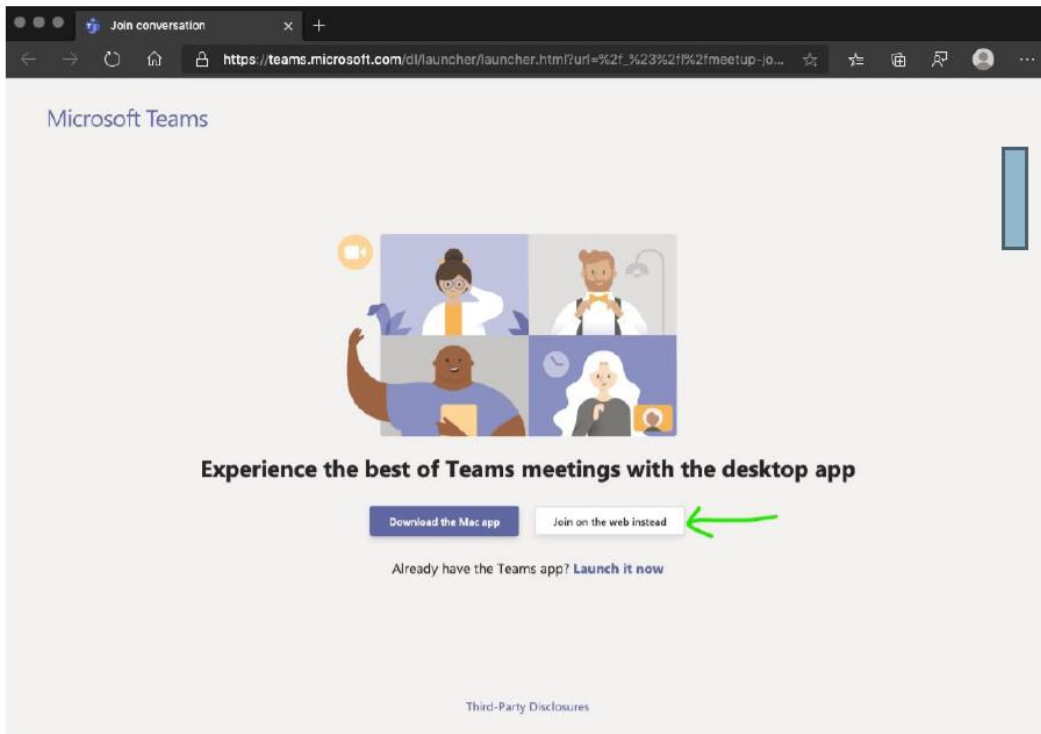
You will receive separate emails, each one confirming the time of each meeting. Each email will contain a link which will bring you to the meeting room.

You click **Join your appointment** (or **JOIN MEETING**) at the appropriate time and the teacher will join you. Please be punctual with appointment time slots but if you are early, you will remain in the waiting room until the teacher admits you to the meeting. Remember that the teacher is moving from one parent to another every five minutes.

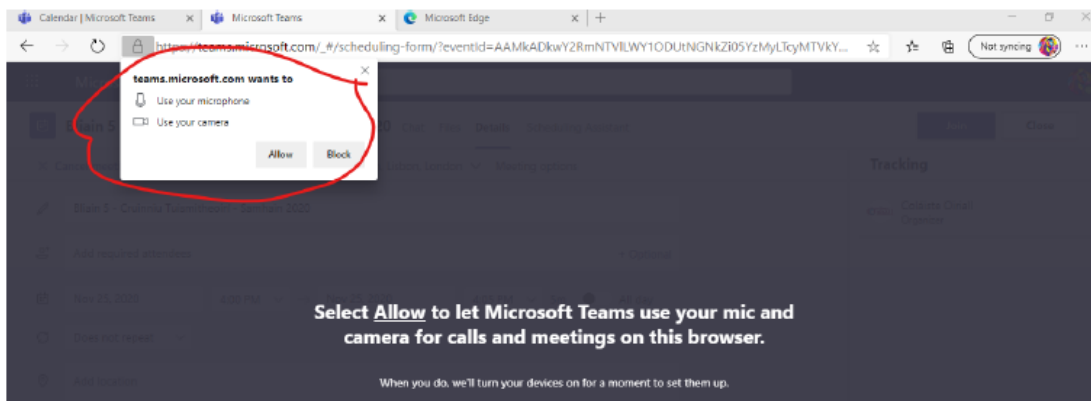
The meeting may end automatically after the five minutes.

If you are using a mobile phone or tablet, you must download the Microsoft TEAMS App from the App Store to your phone or device in advance of the meeting.

Once Teams is installed, you can click on the **Join Microsoft Teams Meeting** link in the email and join as a guest. No login required.



Please ensure that your camera is on and mic is unmuted.



To get to your next appointment, you will need to find the booking email and join the next link.