

## Parent-Teacher Interviews 1<sup>st</sup> May 2017

Dear Parents,

Parent-Teacher interviews will be held for years **Pre Primary to Year 6** on Monday 1<sup>st</sup> of May (Term 2 Week 2).

Interviews will be of **10 minutes duration**.

*For these interviews we are continuing to use a new internet-based booking system called Parent Teacher On-Line (PTO). It saves time for parents, staff and students!*

Using this system you will be able to book the interview times that suit you best from any internet-connected computer.

Please access the system as follows:

- Go to the school's home page: [www.stvincents.wa.edu.au](http://www.stvincents.wa.edu.au)
- Click on 'Notes' located under the 'Communication' tab
- Click the PTO icon as shown on the right
- Click "Obtain PIN/Password" and enter your email address that you receive the school newsletter through. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.
- Enter your surname and PIN, provided on the attached slip (only given if your email address has not been provided to the school)



Full instructions are provided to you after log in. Please note the following points:

- When you log on, the system displays only your own child/children. Bookings are made for *individual* parents/guardians, not for couples. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in time order for printing. You can log in and *change bookings* any time **up to 9am on the 28<sup>th</sup> of April**.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please contact the school office by phone on 9419 2631, or by email to [admin@stvincents.wa.edu.au](mailto:admin@stvincents.wa.edu.au)

**The system will go live to parents on Wednesday the 5<sup>th</sup> April at 3pm.**

I am sure the system will be of benefit to students, parents and staff. Any feedback you may wish to provide will be most welcome.

Yours sincerely,

Mr Steve Blake  
Assistant Principal