Parent-Teacher Interviews March 2013

Dear Parents,

Parent-Teacher interviews will be held for years Prep to Year 7 from 7.30 am to 7.00pm on 25th, 26th, 27th and 28th March.

Interviews will be of 15 minute duration.

For these interviews we are introducing a new internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students! (Please note this is not a web cam service)

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. A computer will be available in the Junior Lab during school hours if you do not have internet access at home or elsewhere.

Please access the system as follows:
- Go to the school’s home page www.jubileeprimary.qld.edu.au
- Click the PTO icon as shown here ...
- Enter your surname and PIN, provided on the attached slip

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. 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.
- If you see this symbol displayed along side the class name, it means this teacher recommends that you book an interview.
- 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 pgaven@bne.catholic.edu.au

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,

David Sewell
Principal