Parent-Teacher Interviews April 2015

Dear Parents / Carers,

Parent-Teacher interviews will be held for ALL year levels Prep - Yr 12 during April 2015.

Early & Junior Years
Term 2, During Week 1 & 2 from 20th April 2015
Each Teacher has nominated different times that they will be available in the classrooms

Middle Years
Year 6 - 7
Term 2, During Week 1 & 2 from 20th April 2015
Each Teacher has nominated different times that they will be available in the classrooms (except for interviews on the afternoon & evening of 28th April 2015, which will be in the Augustine Centre).

Year 8 – 9
Term 2 Week 2 Tuesday 28th April 2015 3.30pm – 7.30pm
(One night only in the Augustine Centre)

Senior Years
Year 10 – 12
Term 2 Week 1 Tuesday 21st April 3.30pm – 7.30 pm
(One night only in the Augustine Centre).

For these interviews we are using an internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students! YOU MUST BOOK A TIME FOR THE INTERVIEW THROUGH THIS SYSTEM, NOT JUST TURN UP!

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.stac.qld.edu.au
- Click on the link beside the PTO icon as shown here …
- Click “Obtain PIN/Password” and enter your email address. Your PIN will be emailed to you. (Note: This is slightly different to last year).

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, only one parent/carer should make the booking but both can attend.
- You will only see time slots that are available at the time you are using the system. Once time slots have been 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 Thursday 2nd April 2015. You can still print your interview list right up till Interview time.
- 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 Mrs Angela Browne at the College on 3814 8321.

This system has been most efficient when used with parents in the last few years

Yours sincerely,

Libby Lee Helen Farrelly
Head of School Head of School (Acting)
Early, Junior & Middle Years Middle & Senior Years