



Parent-Teacher Interviews

Monday 27 March – Thursday 6 April 2023

Dear Parents and Caregivers,

Parent-Teacher interviews will be held for all years starting Monday 27 March to Thursday 6 April 2023. Interviews will be conducted over the phone. Your teacher will call you at your chosen interview time.

Interviews will be of 10 minutes duration.

For these interviews we will be using our internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students!

BY 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:

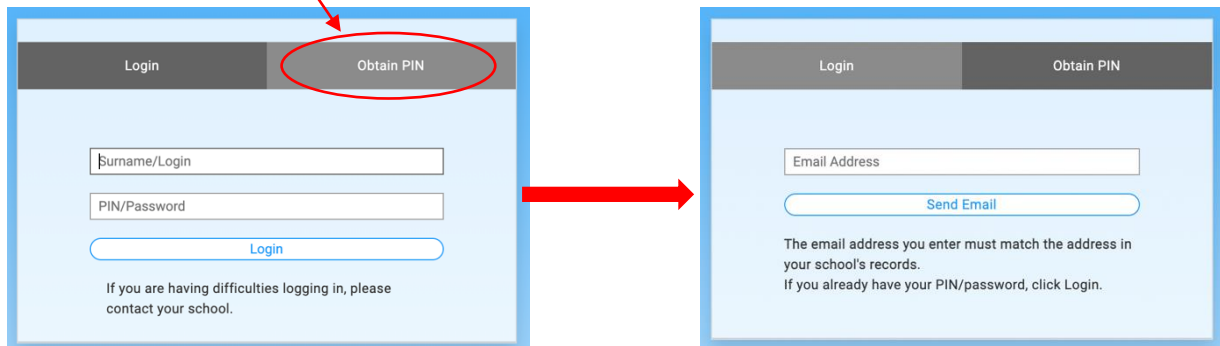
- Go to the school's home page: www.stbrigidms.wa.edu.au

- Click the PTO icon as shown here ...




- **Click:**

1. **Obtain PIN** then...
2. **Enter Email Address**
3. Your **PIN** will be emailed to you. IF "Include clickable login link in email" is turned ON ... The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.



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. Couples can however log on to the system simultaneously to coordinate bookings. 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 4.00pm on FRIDAY 25 March 2022.**
- If you see this symbol  displayed alongside 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 email: steve.duncan@cewa.edu.au