12th August 2013

Dear Parents/Guardians,

**RE: Year 7-12 Parent-Teacher-Student Interviews – Thursday 22nd and Monday 26th August 2013**

Parent-Teacher interviews will be conducted for students from **3:00pm to 8:00pm** on each of the above dates. Each interview is for **5 minutes**. These interviews are intended to provide you with an academic overview of your son’s progress this term – matters which may take more than 5 minutes are best discussed in an alternative setting on another occasion. If you wish to discuss a non-academic issue with a staff member who does not teach your son, you will need to contact the College directly – this includes the Careers Counsellor, Ms Angie Greaves.

*For these interviews the school is using the internet-based booking system called Parent Teacher Online (PTO)*

Using this system either you, or your son, will be able to book the interview times that suit you best, using any internet-connected computer. Please be aware that staff will be located in the St Bede’s College Sports Stadium. Please arrive on time for your interviews as the process is run according to a necessarily strict timetable.

*Parents/guardians can start using the online booking system from 5:00am on Thursday 15th August; bookings will close at 8:30pm on the evenings prior to the interviews.*

*Please note that classes for students will finish at 1.30pm on Thursday 22nd August and Monday 26th August.*

*The Resource Centre will remain open as normal should your son wish to remain at school.*

Please access the system as follows:

Either:

1. Click on this link [https://bookings.parentteacheronline.com.au/?school=duc6z](https://bookings.parentteacheronline.com.au/?school=duc6z)

   Or

2. Follow the directions below:
   - Go to St Bede’s College home page: [www.stbedes.catholic.edu.au](http://www.stbedes.catholic.edu.au)
   - In the upper right hand corner of the page please enter the Portals Tab
   - Under the Parent Portal, click the link for the PTO online booking system.

On the right hand side of the login screen click on Obtain PIN/Password. You will then be prompted for the email address that you have supplied the school and your PIN will be sent to this address. Note that you may receive a separate login and PIN for each parent by using separate emails. If you have entered the same email address then you will receive a PIN for each parent. In most cases it is recommended that you only use one parent’s login and PIN to make all your bookings. Having a login for each parent is to facilitate a situation where each parent wishes to make independent or concurrent interviews.
Please Note: There is no access to the system until 5am on Thursday 15th August when the system opens.

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

- Bookings are made for individual parents/guardians. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend.

- Interview timeslots are limited. The earlier you can log into the system and book – the more options you will have.

- You will only see timeslots which are available at the time you are using the system. As timeslots are booked for teachers, those timeslots 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 must print a report of your bookings in time order. Please bring this with you to the interviews. You can log in and change bookings any time up to 8.29pm on the night prior to your interview.

- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

- When you log into the PTO system your bookings will be made in automatic mode which allocates optimal booking times based on a start time that you nominate. You have the opportunity to enter Manual mode if you wish to have more control over booking times and/or cancel bookings. To change from one mode to another simply click on the Change button as shown in the screenshot below.

- If you encounter any problems using PTO please notify the school, preferably via email: parentteacher@stbedes.catholic.edu.au

We are sure the system will be of benefit to parents and staff. Any feedback from you will be most welcome. Please send any feedback by email to the above email address.

Yours sincerely

The School Leadership Team