

Parent-Teacher Interviews Wednesday 13 March 2019

Dear Parents,

Parent-Teacher interviews will be conducted for Years 7 - 12 from 2.00pm to 6.50pm

Interviews will be of 10 minutes duration.

As per parent request we have extended the Parent Evening so that more parents are able to obtain interview times. **Due to the extension students will finish the school day at 1.11pm (start of lunch) on Wednesday 13 March 2019.**

For these interviews we will once again use the internet-based booking system called Parent Teacher On-Line (PTO). It will save 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. **A computer will be available in the library during school hours if you do not have internet access at home or elsewhere.**

Parent Teacher Online will be available for interview bookings from Wednesday 6 March 2019.

Please access the system as follows:

- Go direct to <https://bookings.parentteacheronline.com.au?school=34141>
- 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. 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 timeslot, one parent/guardian should make the booking then both can attend.
- You will only see time slots which are *available* at the time you are using the system. As time slots 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 can print a *report* of your bookings in time order. You can log in and *change bookings* any time **up to 1.30pm on the day of the interviews.**
- 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 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.
- If you encounter any problems please phone Warnbro CHS on 9553 0100.
- **Appointments for the Pastoral Care Team can be made through Administration –, Julie Grobbelaar, Celeste Elliott, Aleesha McKenna-Green, Rachel Symmons, TraceySchmidt, Amy Dransfield and Sarah Davies.**

Science	HASS78	The Arts	HASS79
Health & Physical Education	HASS74	Industry Links	HASS80
Technology & Enterprise	HASS73	Mathematics	HASS77
Humanities & Social Sciences	HASS75	English	HASS76

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

Yours sincerely,



Cindy Kerr
Principal

Please note staff with an asterisk (**) unfortunately will not be present on the evening. Please contact them directly on 9553 0100 or leave a contact slip on the evening.

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