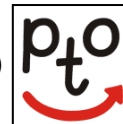




Parent-Teacher Interviews – Tuesday, 23 July - 3:30pm to 7:00pm (N BLOCK)
Bookings open Monday, 15 July – 3:00pm and close Monday, 22 July – 9:00am



Dear Parents / Guardians,

Parent-Teacher interviews will be conducted for all Years from **3:30pm to 7:00pm on Tuesday, 23 July.**

Interviews will be of **10 minutes duration**. We use an internet booking system called **Parent Teacher On-Line**.


To book an interview, please follow these steps to log onto PTO.



1. Go to the school's web site www.wavellshs.eq.edu.au and click the PTO icon.....
2. At the PTO login screen, click "Register for use" and enter **WhPto2307**, your name and email address, then click "Send registration". By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.
3. An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
4. If you do not have an email address, contact the school by phoning Mrs Minter on 3350 0301 so we can enter details for you.
5. After you have received your login details email, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.
6. Enter the Student ID Number of the student for whom you wish to book interviews. You can enter more than one ID if you have multiple students at the school. The students should know their own Student ID Number; it is printed on their ID card and timetable. The classes of each student are listed so you can check that you have entered the ID Number correctly, and to help distinguish between siblings.
7. **Please enter the name of the students for the IDs entered.** By doing so you are consenting to the student's name being stored and used in PTO for interview bookings. *You do not have to enter the name of the student(s) but doing so will assist when making bookings and will also assist teachers to know who they are conversing with.*
8. After you have entered your student ID(s) and name(s), proceed to bookings as instructed on the screen.

If you have any questions or concerns about security or privacy of information stored in PTO please visit www.parentteacheronline.com.au/privacy

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.
- 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 9:00am on Monday, 22 July 2019.**
- Please ensure you finalise your bookings otherwise your timeslots selected will not be reserved.
- If you see this symbol  displayed beside 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 using PTO please notify the school office, preferably via email at principal@wavellshs.eq.edu.au

Please note the following teachers are unavailable for interviews. If you still require an interview please contact the Head of Department (HOD) by email or phone.

| TEACHERS | HEAD OF DEPARTMENT | EMAIL CONTACT |
|----------------------|--|---|
| Rachel Schnitzerling | Alison Pound | apoun1@eq.edu.au |
| Glenda Price | Melissa Neilsen | mneil4@eq.edu.au |
| Serena Lowe | Alison Pound | apoun1@eq.edu.au |
| Astrid Perkins | Kirsten Baker - English Jodie Schafer – Social Science | kbake12@eq.edu.au jscha85@eq.edu.au |
| Reid Evans | Kirsten Baker - English Jodie Schafer – Social Science | kbake12@eq.edu.au jscha85@eq.edu.au |
| Paul Stanley | Amanda Solomon - HPE | asolo35@eq.edu.au |
| Guy Williams | Amanda Solomon - HPE Kirsten Baker - English Kate Battams – The Arts Kerry Deery - LOTE | asolo35@eq.edu.au kbake12@eq.edu.au kbatt38@eq.edu.au kdeer2@eq.edu.au |

Guidance Officers, Mrs Jocelyn Pearce and Mrs Gayle Stroppiana, are available for interviews if required.

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

Yours sincerely,

Christina Smeed
Deputy Principal