



# ST ALOYSIUS

## CATHOLIC COLLEGE

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### Parent Teacher Interviews

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Dear Parents,

Parent/Teacher interviews for Prep to Grade 10 will be held on Wednesday, 9<sup>th</sup> August. Interviews will be of ten minutes duration and these are optional.


The online booking system (PTO) will continue to be used for these bookings.

Using this system will allow you to book the interview times that suit you best from any internet-connected computer. A computer will be available in the office at each Campus during school hours if you do not have internet access at home or elsewhere.

Please access the system as follows:

- Go to the College Website ([www.staloyisius.tas.edu.au](http://www.staloyisius.tas.edu.au)). Under the 'latest news', there will be a link to the College's section of the PTO website. Please click on this link which will take you to a log in page.
- 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 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 3.00pm four days prior to the interviews.
- 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.
- You are encouraged to make bookings as soon as possible to ensure you get the time slots most convenient to you.
- If you see this symbol  displayed along side the class name, it means this teacher recommends that you book an interview.
- The program will be closed down at **3.00pm on Sunday, 6<sup>th</sup> August**, after which time bookings cannot be made. This provides teachers with time to prepare for discussions with parents.
- Parents of students in secondary classes wishing to see a teacher about more than one subject are requested to book a maximum of two appointments with one particular teacher. This provides enough time to discuss all of the subjects required while also leaving appointment times available for other parents.

All interviews will be held at the Huntingfield Campus. Prep and Grade 1 interviews will be held in the rear of the Chapel, Grade 2 - Grade 4 interviews will be held in the Drama Room and Grade 5-

10 interviews will be held in the Gym. Interviews will be held from 4.00pm until 8.00pm with a break from 6.00pm – 6.30pm.

If you have any difficulties with the system, please do not hesitate to contact either Campus Office.

Yours sincerely

(Mr) Brendan Gill  
**Co-Principal**

(Mr) Joe Sandric  
**Co-Principal**

(Mr) Simon Eade  
**Head of Teaching and Teacher Development**