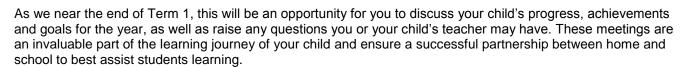
## **Holy Cross**

## **Parent-Teacher Interviews**

## Term 1, 2016

Dear Parents,

Parent-Teacher interviews will be held for all Holy Cross students in years Prep to Six from Monday 14<sup>th</sup> - Friday 18<sup>th</sup> March, 2016.



Interviews will be of 15 minutes duration. Should you require more time than the 15 mins scheduled, please speak directly with your child's teacher to organise an alternate arrangement.

We will again use the internet-based booking system from previous years, for these interviews 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. If you do not have internet access at home or elsewhere, please contact our front office for assistance.

Please access the system as follows:

- Go to the school's home page: www.holycross.qld.edu.au
- Click the Link in 'Quick Navigation' PARENT/TEACHER ONLINE
- Click "Obtain PIN/Password" and enter your email address that Holy Cross would have on file. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.
- If you encounter any problems using PTO please contact school office by phone on
- 4057 6920, or by email to secretary.trinitypk@cns.catholic.edu.au

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 multiple. Families 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 all your bookings for printing. You can log in and change bookings any time up until Friday 11th March.
- 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 contact our school office by phone on 4057 6920, or by email to secretary.trinitypk@cns.catholic.edu.au

I am sure the system will be of benefit to students, parents and staff. Any feedback you may wish to provide once accessing this new system is most welcomed.

Yours sincerely **Brad Henry** Assistant Principal - Administration

**Holy Cross School** 

Reed Road · Trinity Park · Old 4879 PO Box 1026 · Smithfield · Qld 4878

Phone: 07 4057 6920 Fax: 07 4057 8183 Email: secretary.smithfield@cns.catholic.edu.au ABN: 42 498 340 094 CRICOS No: 02477B