

Holy Cross
Parent-Teacher Interviews
Term 3, 2015



Dear Parents,

Parent-Teacher interviews will again be held for all Holy Cross students in years **Prep to Six** from **Monday 7th – Friday 11th September, 2015**.

As we near the end of Term 3, this will be an opportunity for you to discuss your child's progress, achievements and goals for the year, as well as raise any questions you or your child's teacher may have. These meetings are an invaluable part of the learning journey of your child and ensure a successful partnership between home and school to best assist students learning.

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 earlier this year, 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 4th September**
- 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 · Qld 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