

## Parent-Teacher Interviews 20 April 2015

Interviews will be held on Monday, 20 April 2015 from 12.00 noon to 6.00 pm. The interview day for students in Kindy Blue, Green and Orange groups will be on Tuesday, 21 April 2015 at the same times. Interviews will be of ten (10) minutes duration and are held in your child's classroom. Students do not attend school on that day.

We are using an internet-based booking system called **Parent Teacher On-Line (PTO)**. You are able to book interview times that best suit you from any internet-connected computer. If you do not have internet access at home or elsewhere, please contact the school office for assistance.

- Bookings open on Wednesday, 25 March 2015 at 5.00 pm
- Go to the school's home page: [www.mounthawthornps.wa.edu.au](http://www.mounthawthornps.wa.edu.au)
- Click the PTO icon as shown on the right
- Enter your surname and PIN (see below)



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. Each parent will receive an individual log-on, however if both parents wish to attend a single interview time slot, only one parent should make the booking. If parents need to make separate appointments, it will be necessary for both parents to log on and book individually.
- 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.
- 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 3.00 pm on Thursday 2 April**.
- 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 the school office by phone on 9242 3677, or by email to [mounthawthorn.ps@education.wa.edu.au](mailto:mounthawthorn.ps@education.wa.edu.au)

**Please note that the school office is closed for the holidays from 4.00 pm on 2 April until 8.00 am on 20 April.**