



# CABOOLTURE STATE HIGH SCHOOL

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Address all correspondence to the Principal

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26 April 2017

## Parent Teacher Interviews

Dear Parents,

Parent teacher interviews will be held in the school hall from 1.30pm to 6.00pm on Tuesday 2<sup>nd</sup> May. Interviews will be of nine minutes duration with a one minute changeover time.

To facilitate the interviews, **normal classes will cease at 1.00pm. All students will be released to go home at this time.** Buses will run as usual at the conclusion of the normal school day. Where parents of bus students are unable to accommodate this change and will require their child to remain at school, supervision will be provided until our usual 2.55pm finish time. Normal classes, however, will not occur.


### To book interviews

*For these interviews we are again using the internet-based booking system called Parent Teacher On-Line (PTO). It saves time for parents, staff and students and is more efficient.*

Using this system, you will be able to book the interview times that suit you best within the available time from any internet-connected computer. A computer will be available at the Administration Block during school hours if you do not have internet access at home or elsewhere.

Due to security and privacy requirements of Education Queensland, we have not loaded parent and student names into PTO without your consent. Your consent will be obtained as a part of the parent registration process.

Bookings will be open from Thursday 27 April until 8.00pm Monday 1 May. Please follow these steps to log in to PTO and make your interview bookings:

- Go to the school's web site [www.cabooltureshs.eq.edu.au](http://www.cabooltureshs.eq.edu.au) and click the PTO icon. 
- At the PTO login screen, click "Register for use" and enter the security code **ABCDE**, 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 only. (If you don't have an email address, contact the school office to register for you.)
- 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.)
- After you have received your login details, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.
- Enter the Student ID of the student for whom you wish to book interviews. Education Queensland student IDs (EQ ID) have ten numbers followed by one letter. EQ IDs can be found on your child's Oneschool account or on their current timetable. You can enter multiple students by repeating the process.
- 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 only. Entering student names will help you when making bookings and will also help teachers know who they are seeing/discussing for each interview.

- After you have entered your student ID(s) and name(s), proceed to make bookings as instructed on the screen.

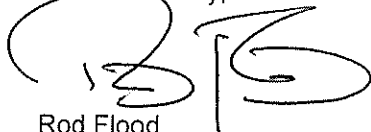
If you have any questions or concerns about security or privacy of information stored in PTO, please visit the privacy statement at [www.parentteacheronline.com.au/privacy](http://www.parentteacheronline.com.au/privacy).

Please note the following points:

- 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 a PDF report of your bookings in time order for printing. You can also email them to yourself.
- You can log in and change bookings any time up to 8.00pm the night before interviews (Monday 1 May).
- 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.

The interview is an essential part of the reporting process and we encourage you to take advantage of this opportunity to consult with the teachers of your children to enable you to better understand and assist with their progress. We look forward to seeing as many of you as possible on Tuesday 19 April.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Rod Flood', written over a faint circular stamp or watermark.

Rod Flood  
Deputy Principal