

Caboolture State High School

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Dear Parents/Carers

Holistic & SET plan Interviews MONDAY 5 AUGUST – 1.00PM TO 7.00PM

At this time of year we conduct our parent-teacher interviews differently from interviews earlier in the year. Students in years 7,8,11, & 12 participate in our Holistic Interviews, and our year 9 & 10 students participate in their Senior Education Training (SET) Plan interviews.

For both styles of interviews, students and their families, meet with only ONE teacher – this is usually their House Group teacher, or depending on availability they may meet with another supporting staff member. In the case of Year 10 students, this is will usually be a Deputy Principal or Guidance Officer.

The Holistic Interview, and the SET plan interview are firmly focused on looking forward. The information made available at the meeting will give an overall view of how your student has been progressing, with the following discussion focusing on what needs to happen to improve and to achieve the pathways aimed for in the following year.

On Monday 5 August your child, accompanied by you, is only required to attend for their interview, at the selected time between 1.00pm and 7.00pm in lieu of the normal school day. Students are not required to wear school uniform to their interview. We also suggest that you use this time to “tie up any loose ends” with regards contact details, Unique Student Identifier (USI) numbers (required for Years 10-12), the Q-Parents app and family consent to share information (required for some digital services that students access at school).

Bookings for interviews are made online using the Parent-Teacher Online (PTO) booking system. The instructions for using this are included with this letter, and assistance is available from the office. The booking system will open at 5.00pm on Tuesday 30 July and close at 8.00pm on Sunday 4 August.

Feedback from previous years has been extremely positive about this style of interview and we look forward to your participation this year.

If you have any questions, or difficulties with booking please contact the school.

Yours sincerely

Junn Kato
Deputy Principal

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INSTRUCTIONS FOR THE USE OF PARENT TEACHER ON-LINE (PTO)

PLEASE NOTE: FOR THESE INTERVIEWS YOU ARE ONLY MEETING WITH ONE STAFF MEMBER, USUALLY YOUR STUDENT'S HOUSE GROUP TEACHER, OR ANOTHER SUPPORT TEACHER. YOU ONLY NEED TO BOOK ONE INTERVIEW TIME. IF YOUR STUDENTS' HOUSE GROUP TEACHER IS UNAVAILABLE AT A TIME FOR YOU, PLEASE SELECT ONE OF THE OTHER SUPPORT STAFF – IF YOU ARE UNABLE TO BOOK ANY, PLEASE CALL THE OFFICE AND WE WILL MAKE A MANUAL BOOKING FOR YOU.

For Holistic and SET Plan 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.

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 are now open. 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 and click "Book parent-teacher interview" located on the front page in the lower right section.
- 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
- 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, on their student ID card **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 a booking as instructed on the screen – with ONE staff member.

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.

Please note the following points:

- Assistance will be available at the Administration Block during school hours if you do not have internet access at home or elsewhere.
- 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 your booking, you can download a PDF report for printing. You can also email them to yourself.
- 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 school administration on 5498 0111.

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