

PARENT/TEACHER CONVERSATIONS (Rec – Yr 3)
THREE-WAY CONVERSATIONS (Yr 4 – 6)
Term 1, 2024 - Rec – Yr 6
Monday 18 March, Thursday 21 March, Wednesday 27 March
Weeks 8 & 9

1 March 2024

Dear Parents,

As part of your child's ongoing reporting and assessment procedures the class teachers formally invite parents to attend a conversation to share with you the progress and development of your child's learning. Please Note: Children in Rec – Yr 3 are not required to participate in this conversation, whilst students in Yrs 4 - 6 will be involved.

This is an opportunity to discuss your child/ren's social/academic progress and behaviour as well as any other classroom matters you may wish to raise. Each class will be preparing for this process in a way that is best suited to their class. Where the older students are involved in the interview process, we believe this promotes ownership and a frank assessment of where the student is in relation to their progress. It is a great opportunity for your child to set goals for which they are accountable and also access how they are progressing in relation to current goals.

This year, Parent-Teacher interviews will be held on the following dates:

Monday 18 March (4pm – 7:30pm)

Thursday 21 March (4pm – 7:30pm)

Wednesday 27 March (4pm – 7:30pm)

Duration of interviews is 15 minutes.

Middle School students have a separate note regarding their interviews.

For these interviews we are using an online booking system called Parent Teacher On-Line (PTO). Using this system, you will be able to book the interview times that suit you best from any internet enabled device. PTO also has its own free app for Apple and Android devices.

Information on how to access the service is overleaf. If you have any problems accessing/using PTO, please contact our front office staff. **PTO will be live from 5pm on Friday 1 March, with bookings closing at 12noon on Friday 15 March.**

PLEASE NOTE: Each teacher spends a considerable amount of time preparing for each individual interview. They select work examples to illustrate a point, write notes and seek assistance. Clearly this takes time and preparation. Teachers also need to plan their week to cater for their personal life to ensure they are prepared for their week.

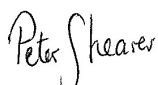
A few things to remember:

To best assist your child to be successful and gain maximum effectiveness at the interview, please ensure the following are in place:

- Mobile phones are turned off, as we are promoting that your child is the most important person during this particular interview.
- Younger children are not present to ensure the above point is supported.
- That the goals set during this process are revisited over the following 4 weeks.

Note: If you would like to talk to your child's teacher 1:1 (without your child present) please advise the teacher a few days in advance so they can accommodate this within your allotted interview time-slot.

Regards,



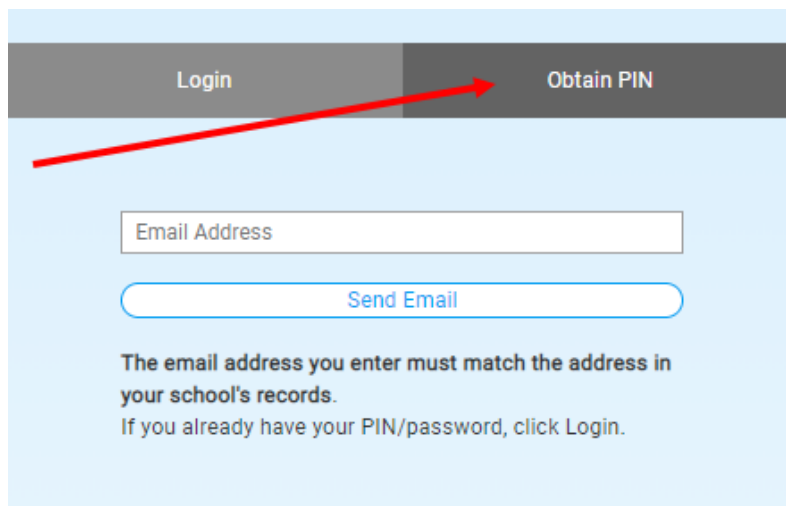
Peter Shearer
Principal

PARENT TEACHER ONLINE

There are two ways to access the system:

1) Via **Computer/web browser**


- Go to the school's website: www.stjoclar.catholic.edu.au, then click on the **News & Events Page**, then **Parent Teacher Interviews**
- Click on the **Obtain PIN** tab – enter your email address, and then click on **send email**

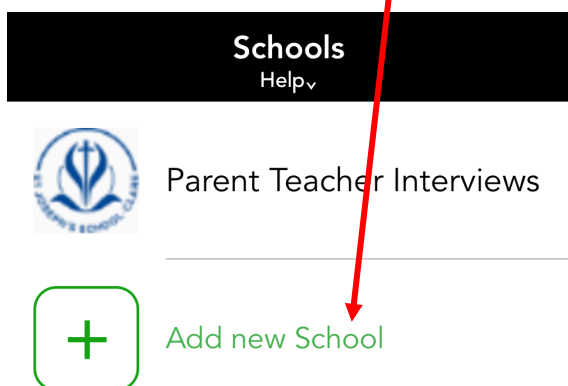


- You will receive an email with log in credentials – go the **Log In** tab, enter your log in credentials and you can then commence booking appointments

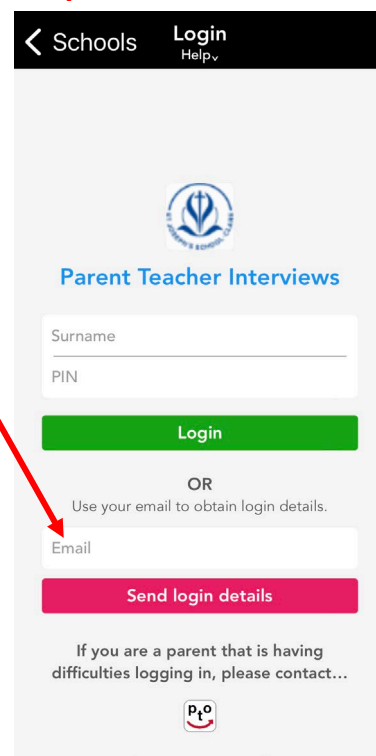
OR:

2) **Download mobile app:**

- Go to the App store and download the PTO Online app 
- Click on **Add new school:** enter and use the 5-digit code **598cp** to link to our school, then use your email to obtain login details.




- You will receive an email with log in credentials – and you can then Log-in and commence booking appointments



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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 for couples. Couples 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 your bookings in time order for printing. You can log in and *change bookings* any time **up to 4pm on the day before interviews.**
- If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an interview.
- 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 8842 4400, or by email to adminstaff@stjoclar.catholic.edu.au

I am sure the system will be of benefit to students, parents and staff. Any feedback you may wish to provide will be most welcome.