

PARENT/TEACHER CONVERSATIONS Term 3, 2024

Wednesday 28 August, Monday 2 September, Thursday 5 September
Weeks 6 & 7

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 2 are required to participate in this conversation, whilst students in Yrs 3 - 6 will not be involved (they participated in Semester 1 conversations). [Please Note – for consistency, the Year 2 students in the Yr 2/3-KM class will participate, whilst the Yr 3 students won't.] NOTE: Interviews for students in Year 1 will be conducted early in fourth term due to Debra Lemon and Sheree Schmaal being on leave this term.

This is an opportunity for the parents, students and teachers to discuss their child's social / academic / behavioural progress. Each class will be preparing for this process in a way that is best suited to their class. Where the younger students are involved in the interview process, we believe this promotes ownership of their learning. It is a great opportunity for the student, parent and teacher to celebrate learning achievements and collaboratively set new goals.

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

Wednesday 28 August (4pm – 7:30pm)

Monday 2 September (4pm – 7:30pm)

Thursday 5 September (4pm – 7:30pm)

Duration of interviews will differ, dependent on Year level of child/ren: Rec –Yr 6: 15mins Yr 7 – Yr 9: 10mins
Please see over the page for more information in relation to Middle School.

For these interviews we use an online booking system called Parent Teacher On-Line (PTO). The booking system will open on Friday 16 August, from 4pm. Bookings close on Friday 23 August, at 4pm.

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.

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.

Yours sincerely,



Peter Shearer
Principal

MIDDLE SCHOOL INTERVIEWS – TERM 3, 2024

To support our students learning, wellbeing and growth, we would like to invite parents to have a conversation about the learning and progress your children have made so far and how, together, we can support their learning in the second part of the year.

Our goal is for these conversations to help support the feedback you and your child are receiving via SEQTA. We are inviting parents to book a time with students' core subject teachers as these teachers are the ones that work most closely with your child. One of your child's core subject teachers is also their homeroom teacher and is their first point of contact.

<u>07 - Mooney</u>		<u>07- Ackland</u>	
English/HASS	Kirsten Mooney	English/HASS/	Brendan Ackland
Maths/Science/RE/	Leah Carling	Maths/Science	Meredith Crawford
<u>08 - Carling</u>		<u>09 - Crawford</u>	
English/HASS	Brendan Ackland	English/HASS	Kirsten Mooney
Maths	Leah Carling	Maths/Science	Meredith Crawford
Science	Tom Gilligan		

Damien Coulthard will be available on Monday 2 September should you wish to make a time to see him regarding your child's progress in Indigenous Languages and cultures.

Please refer to the information on the front-page regarding things to remember to ensure that interviews are of maximum benefit to all concerned.

Regards,

Tom Gilligan

Tom Gilligan

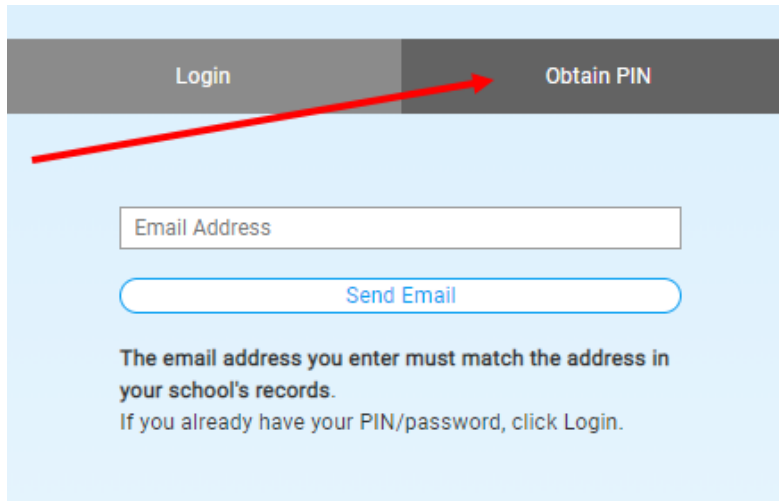
Assistant Principal & Leader of Middle Years 7-9

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**

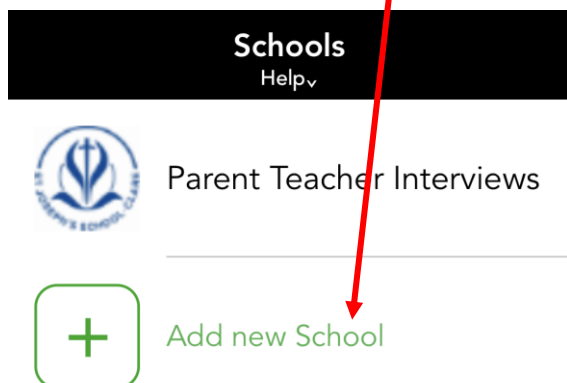


- You will receive an email with log in credentials – go the **Log In** tab, enter your log in credentials and you can then commence booking appointments

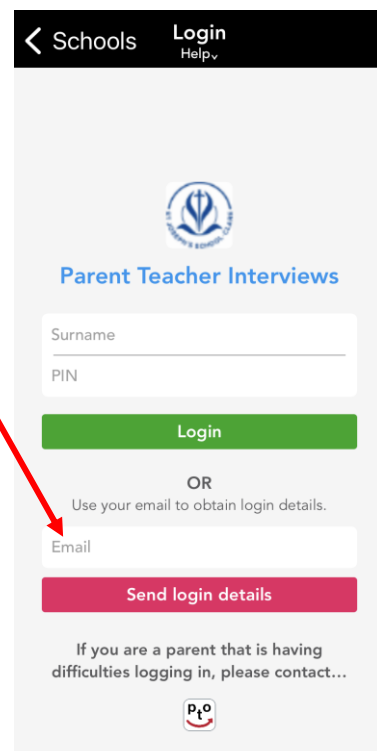
OR:

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.