

THREE-WAY CONVERSATIONS Term 4, 2024

(Monday 28 October, Tuesday 29 October
Wednesday 30 October)

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 Yr 1 required to participate in this conversation.

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, three-way conversations will be held on the following dates:

- Monday 28 October (3:45pm- 6:00pm)
- Tuesday 29 October (4:00pm – 6:00pm & 6:30pm -7:30pm)
- Wednesday 30 October (3:45pm – 6:00pm)

Duration of interviews will be 15 mins.

For these interviews we use an online booking system called Parent Teacher On-Line (PTO).

The booking system will open on Wednesday 23 October from 9:00am.

Bookings close on Friday 25 October at 12:00pm.

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,



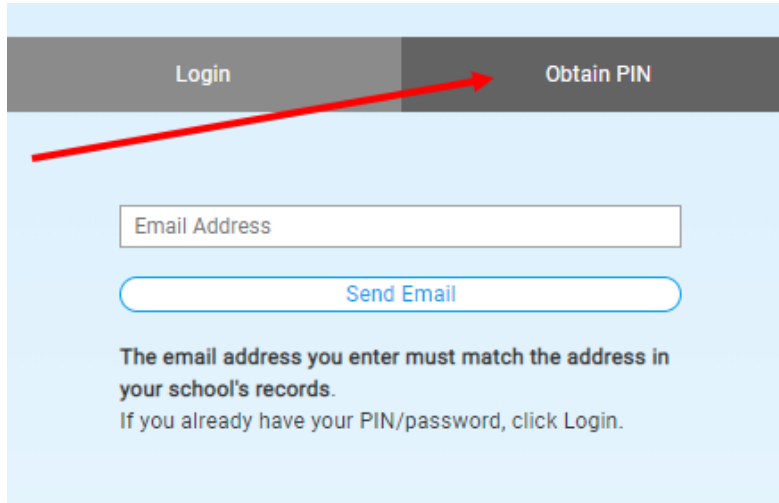
Peter Shearer
Principal

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**

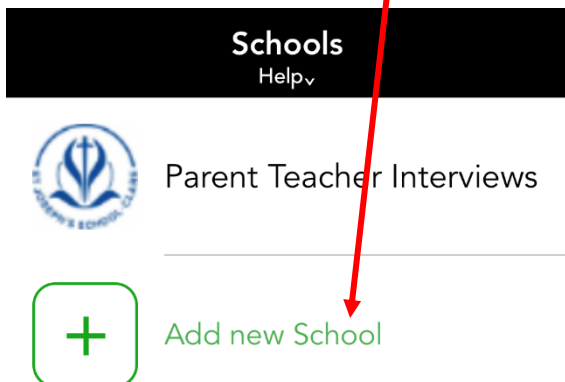


- You will receive an email with log in credentials – go the **Log In** tab, enter your log in credentials and you can then commence booking appointments

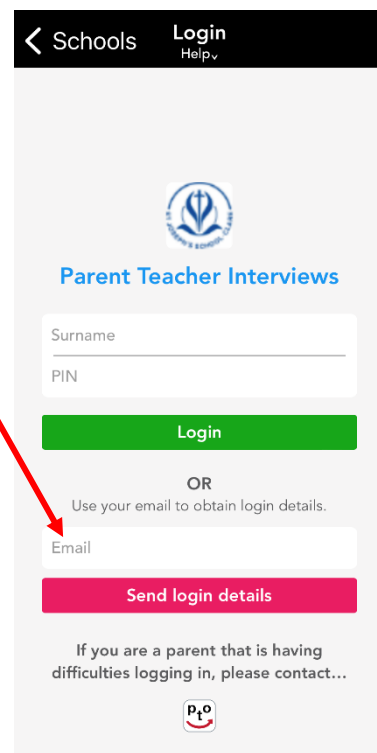
OR:

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 can then Log-in and commence booking appointments



you

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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.