



## Parent-Teacher Interviews June 2021

Dear Parents,

As mentioned in last week's newsletter, Parent-Teacher interviews will be held for Preschool to Year 6 from Monday 21st June to Thursday 24th June (Week 10). This year we are introducing a new online booking system called Parent Teacher On-Line (PTO). We are hoping it will save a lot of time and hassle for parents, staff, and students.

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. If you are having issues logging in, or chose not to use PTO, please let us know and we can check with your child's teacher regarding available time slots.

Please access the system as follows:

### Option 1

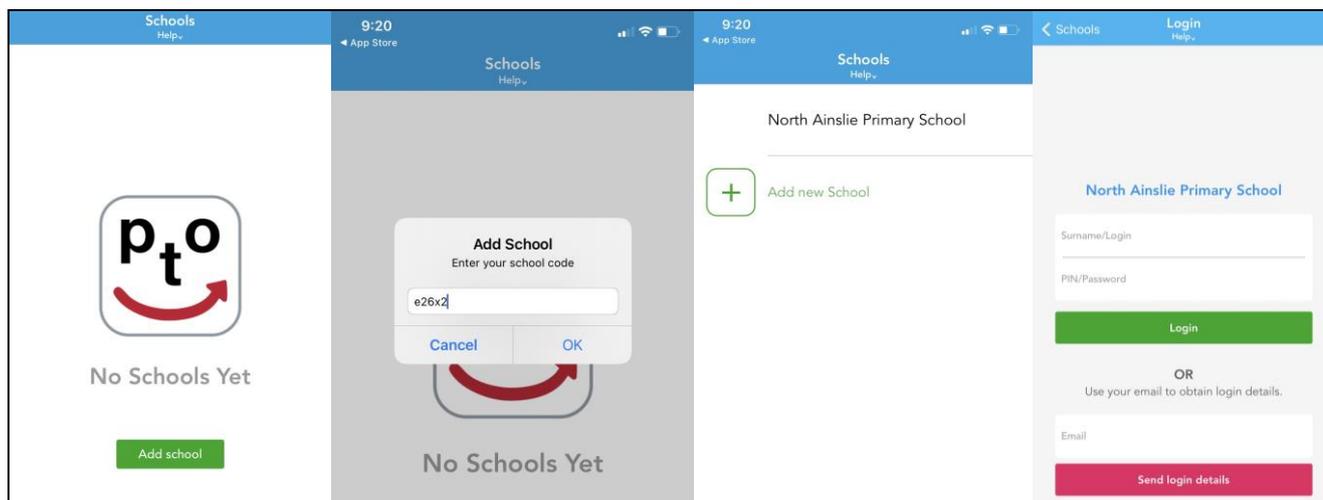
- Go to the school's home page: <https://bookings.parentteacheronline.com.au?school=e26x2>
- Click on obtain PIN and enter your email address
- Make sure the email address you enter matches the one on our school records

The screenshot shows the PTO website interface. At the top right is the 'pto' logo. Below it is a navigation bar with 'Login' and 'Obtain PIN' buttons. The 'Obtain PIN' button is highlighted with a yellow box, and a yellow arrow points to it from the top left. Below the navigation bar are three input fields: 'Surname/Login', 'PIN/Password', and a 'Login' button. At the bottom, there is a note: 'If you are a parent that is having difficulties logging in, please contact your school.'

The screenshot shows the PTO website interface for the 'Obtain PIN' step. At the top right is the 'pto' logo. Below it is a navigation bar with 'Login' and 'Obtain PIN' buttons. Below the navigation bar is an 'Email Address' input field and a 'Send Email' button. Below the button, there is a note: 'The email address you enter must match the address in your school's records. If you already have your PIN/password, click Login.'

## Option 2

- Download the PTO app from the app store and use the 5-digit code at the end of the schools PTO service URL, which is **e26x2** to register. Click on North Ainslie Primary School and enter your email address.
- Enter your surname and PIN, provided via email.



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. Each parent will receive a log in and have access to PTO. **If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend. If parents wish to attend interviews separately please contact the front office.**
- 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 2 days before interviews.**
- 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 61420776, or by email to [admin@nthainslieps.act.edu.au](mailto:admin@nthainslieps.act.edu.au)

We are really looking forward to implementing PTO this semester and are sure the system will be of benefit to students, parents and staff. Any feedback you may wish to provide will be most welcome.

Yours sincerely,

*Jarryd Heywood*

**Senior School SLC and School Sports Coordinator**

7 June, 2021