

Three Way Parent-Teacher Interviews Thursday 21st March 2024

Dear Parents / Carers,

In 2024 Parent-Teacher interviews will be held for Kindy through to Year 6.

School will finish at recess time 10.40am on this day.

Interviews will occur:

- Thursday 21st March 2024
- From 11:00am – 6:00pm
- Interviews will be 10 minutes long
- Conversations will focus on literacy, numeracy and student well being
- Interpreters will be available to assist families if required
- Students are encouraged to attend PP – Year 6
- If a longer meeting is required, a further meeting can be organised for another day and time.



Interviews will be of 10-minute duration.

PTO will be open for bookings on Thursday 29th February at 4.00pm

Using this system, you will be able to book the interview times that suit you best from any internet-connected device.

Please access the system as follows:

- Click on link below – This will take you directly to the log in page


<https://bookings.parentteacheronline.com.au?school=xberk>

Use Google Chrome, Safari, Microsoft Edge or Mozilla Firefox as search engines.

- Click “Obtain PIN/Password” and enter your email address. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.

If you are having problems with receiving your pin, please contact the office on 9234 6400 and we will assist you.

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.
- 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 Thursday 14th March 4.00pm.**
- 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 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 9234 6400, or by email to bletchleypark.ps@education.wa.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.

Wayne Walpole
Principal

