



ST BEDE'S COLLEGE

Newsletter Article: Wednesday 4th March
Emailed to Community: Tuesday 10th March

Year 7-12 Parent-Teacher-Student Interviews.

Based on feedback from staff and parents the format for Parent Teacher Interviews this Semester is to return to night only session while having a separate dedicated evening for the Unit 3 (VCE & VCAL) students and parents. For this semester there will be Parent – Teacher – Students interviews on the following dates:

- **Thursday 19th March (2:30 – 7:30pm) (Day 9)** – Please note these interviews are for Year 7 – 11 classes only.
- **Tuesday 24th March (2:30 – 7:30pm) (Day 2)** – Please note these interviews are for Year 7 – 11 classes only.
- **Wednesday 15th April (2:30 – 7:30pm) (Day 8)** – Please note these interviews are for Unit 3 VCE & VCAL only.

***Please note that classes for students will finish at 1.30pm on all of the three dates.
The Resource Centre will remain open as normal should your son wish to remain at school.***

Each interview is for **5 minutes**. These interviews are intended to provide you with an academic overview of your son's progress this term – matters which may take more than 5 minutes are best discussed in an alternative setting on another occasion.

The Careers Counsellor, Ms Angie Greaves will be available at all three sessions. Angie is not available to make bookings through Parent Teacher Online so if you wish to make an appointment with her you will need to contact the college directly or email Ms Angie Greaves (AG@stbedes.catholic.edu.au)

Likewise, if you wish to discuss a non-academic issue with a staff member who does not teach your son, you will need to contact the college directly.

Making Bookings:

***For these interviews the school is using the internet-based booking system called
Parent Teacher Online (PTO)***

Using this system either you, or your son, will be able to book the interview times that suit you best using any internet-connected computer. Please arrive on time for your interviews as the process is run according to a necessarily strict timetable.

Parents/guardians can start using the online booking system from **5:00am on Thursday 12th March**; bookings will close at 8:30pm on the evenings prior to the interviews.

We are sure the system will be of benefit to parents and staff. Any feedback from you will be most welcome. Please send any feedback by email to parentteacher@stbedes.catholic.edu.au

Yours sincerely
The School Leadership Team

******* All parents will be emailed this information to their designated school email on Tuesday 10th March. If you do not receive the message then please contact the school as a correct email address is required in order to access the Parent Teacher Booking service (PTO).*******

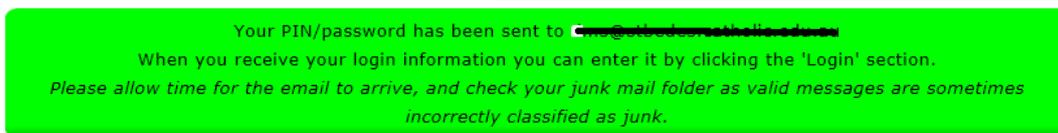
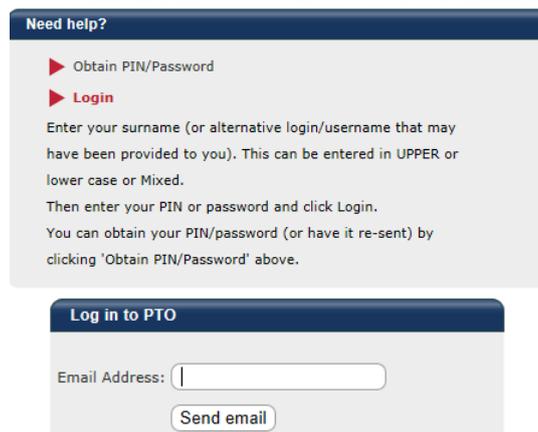
Accessing the Parent Teacher Online (PTO) System

1. Click on this link
<https://bookings.parentteacheronline.com.au/?school=duc6z>
Or
2. Follow the directions below:
 - Go to St Bede's College home page:
www.stbedes.catholic.edu.au
 - In the upper right hand corner of the page please enter the Portals Tab
 - Under the Parent Portal, click the link for the PTO online booking system.



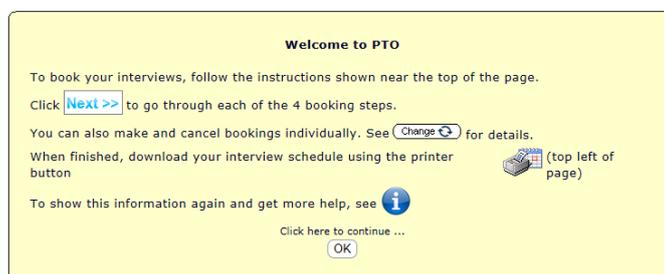
3. On the right hand side of the login screen click on **Obtain PIN/Password**.
4. You will then be prompted for the email address that you have supplied the school and your PIN will be sent to this address.

(Note: If you have changed your email address and not informed the school then please inform the school ASAP. Bookings are not possible without the college having a correct email address)
5. PTO will then send you an email to your designated email address



6. You will then be emailed your Pin/Password.
This email will also include a secure link that you can click to automatically login without having to enter the pin for login.

Surname/Login: <TEST>
Parent PIN/Password: <TEST>
Full Name: < TEST>
Students: <TEST>
Use the details above on the login page OR just click this link: <example of link>
7. All going well you click on the link or enter your login and pin and you will be into the system and ready to make bookings.



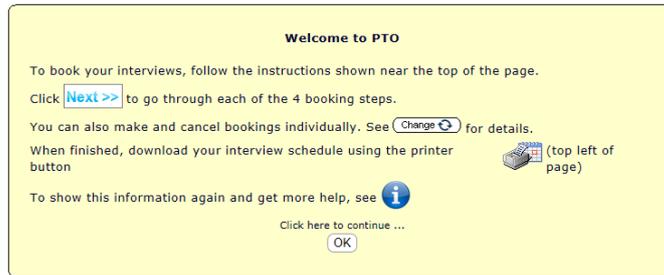
Note: You may receive a separate login and PIN for each parent by using separate emails. If you have entered the same email address then you will receive a PIN for each parent. **In most cases it is recommended that you only use one parent's login and PIN to make all your bookings.** Having a login for each parent is to facilitate a situation where each parent wishes to make independent or concurrent interviews.

Please Note:

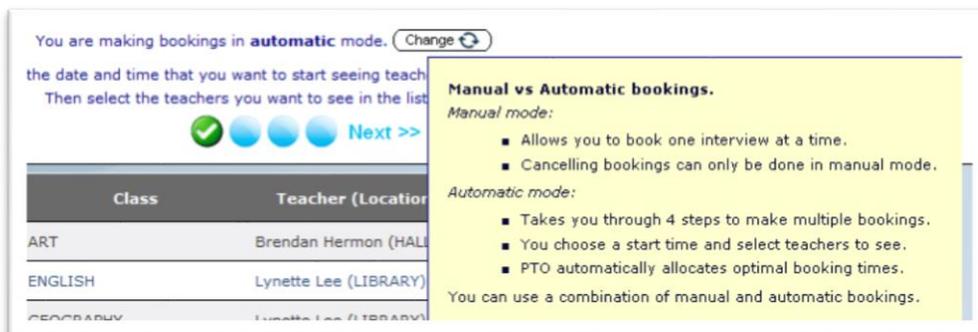
There is no access to the booking system until 5am on Thursday 12th March when the system opens.

FAQ's (Frequently Asked Questions)

- Full instructions are provided to you after log in. The step by step instructions guide you through the booking process.



- Bookings are made for individual parents/guardians. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend.
- Interview timeslots are limited. The earlier you can log into the system and book – the more options you will have.
- You will only see timeslots which are *available* at the time you are using the system. As timeslots are booked for teachers, those timeslots 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 must print a *report* of your bookings in time order. **Please bring this with you to the interviews.** You can log in and *change bookings* any time up to 8.29pm on the night prior to your interview.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- When you log into the PTO system your bookings will be made in automatic mode which allocates optimal booking times based on a start time that you nominate.
Automatic Bookings: You select the teachers & timeframe for the interviews and PTO will optimise the bookings automatically for you.
Manual Bookings: You have the opportunity to enter Manual mode if you wish to have more control over booking times and/or cancel bookings. To change from one mode to another simply click on the *Change* button as shown in the screenshot below.



- If you encounter any problems using PTO please notify the school, preferably via email: parentteacher@stbedes.catholic.edu.au