

Wantirna College

We strive, we achieve, we excel

Harold Street, Wantirna VIC 3152

Telephone +613 9801 9700

Facsimile +613 9800 2590

Email wantirna.sc@edumail.vic.gov.au

Web www.wantirnacollege.vic.edu.au

ABN 15 569 018 779



Parent-Teacher-Student Interviews Tuesday March 22nd 2016 1:00pm-9:00pm

Wantirna College

The interviews will be held in three sessions; from 1.00 pm to 3.00 pm, 3.30 pm to 6.00 pm and from 7.00 pm to 9.00 pm. We encourage all students attend these interviews with their parents. Some parking will be available on the concrete area next to the lower oval area close to the interview rooms. Entry to this parking is via Amesbury Avenue.

Interviews will be a maximum of **7 minutes duration** during the night. If you feel you will need a longer time period please contact the staff member concerned to make alternative arrangements.

To book interviews we use the internet-based booking system called Parent Teacher On-Line (PTO).


Using this system you will be able to book the interview times that suit you best from any internet-connected computer. In order to facilitate orderly movement around the College the program leaves one time space between appointments. This can be overridden by you if you choose to do so, but you need to allow some time for travel time between venues. Please note that the venues for this year are Byrne and Mason Houses and the Senior Centre.

Please access the system as follows:

- Go to the school's home page www.wantirnacollege.vic.edu.au
- At the bottom of the front page click the PTO icon as shown here
- Click on the **Obtain PIN/Password** option
- Enter your email address as given to the College
- If this matches the email address we have your PIN will be emailed to this address
- If your email address has changed you will need to contact the College and give the correct email address.
- If you have not got an email address listed with the College you will need to contact the College to receive your PIN
- Once you are logged in, the system will ask you to give us an email address and this will be added to our system.



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. The system only lists individuals, not couples but we encourage all parents to attend.
- Interview time slots are limited. The earlier you can open the website and book – the more options you will have.
- You will only see time slots which are *available* at the time you are using the system. As time slots 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 can print a *report* of your bookings in time order. You can log in and *change bookings* any time **up to 8am on the day of the interviews**.
- If you see this symbol  displayed alongside the class name, it means this teacher would especially like you to 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 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.
- If you encounter any problems using PTO please notify the school office, preferably via email at lew@wantirnacollege.vic.edu.au

I am sure the system will continue to be of benefit to the students, parents and the staff. Any feedback is most welcome.

Yours sincerely,

Andrew Lewis
Assistant Principal