



# St Gregory's Primary School

PO Box 723, Queanbeyan NSW 2620  
Email: office.stgregs@cg.catholic.edu.au



18<sup>th</sup> February, 2020

## Optional Parent/Teacher Interviews

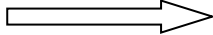
Dear Parents and Carers,

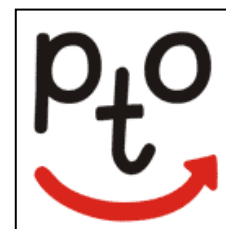
Optional Parent/Teacher interviews will be held from Monday, 2<sup>nd</sup> March to Thursday, 5<sup>th</sup> March, 2020. Interviews will be of 15 minute duration.

For these interviews parents/carers make appointments through an internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book the interview time slot/s that suit you best.

**The booking system will open at 9am on Tuesday, 18<sup>th</sup> February and close at 6pm on Friday, 28<sup>th</sup> February.**


Please access the system as follows:

- Go to St Gregory's School website home page: <http://stgregsps.nsw.edu.au>
- Click on the Communication/Newsletter tab and then the Notes and Info tab
- Click the PTO icon as shown here..... 
- Enter your email address on the login screen
- PTO will then send an email to that address containing your login details.
- If your email address is not recognised please contact the school office.



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.
- 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 Jane King at the MacQuoid Campus office by phone on 6297 2221, or by email to office.stgregs@cg.catholic.edu.au

Yours sincerely,

Kate McManus-Green  
Assistant Principal (Acting)

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