



Poynter Primary School

Independent Public School

Parent-Teacher Interviews Monday 9 April 2018

Dear Parents,


In preparation for our Parent-Teacher interviews, students from **Kindy to Year 6 will finish at 12.00 noon on Monday 9 April**. If you are unable to pick up your child/ren please inform the school by Wednesday 4 April 2018. Interviews will be held for **Pre-primary to Year 6** from **12.50pm to 6.00pm**, with the last interview being 5.50pm.

Interviews will be of **10 minutes duration (8 minutes with 2 minutes changeover time)**. All teachers will have a break from 3.00-3.30pm. We respectfully request that you observe these time slots in order to give all parents time with the teacher/s. If you feel you need longer to address any issues, please arrange a mutually convenient appointment time with the teacher.


For these interviews we are again using 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.

NB: ONLINE BOOKINGS WILL NOT BE OPEN UNTIL SUNDAY 25 MARCH 2018 AT 10.00AM

Please access the log in screen via the app in E-forms or the website as follows:

- Go to the school's home page: www.poynterps.wa.edu.au or the **School App**
- Click the PTO icon as shown here... 
- 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 **do not** receive an email you will need to confirm with the office which email is registered with us that was uploaded to PTO.

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 **up to 10.00am on the day of interviews**.
- 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 the school office immediately on 9448 4036, or by email to poynter.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.

Yours sincerely



Keyla Jeffers

PRINCIPAL

15 March 2018