

Secondary Parent Teacher Interviews Term 3 2019

Secondary Parent/Teacher Interviews will be held on:

Tuesday 24 September 2019 - 4:00pm to 6:30pm and
Wednesday 25 September 2019 - 4.00pm to 6:00pm

The online booking system, called "PTO", will be used. All parents will need an email address to access this system. This is a good time to update your email contact details with the school because this is how you will access PTO. Please contact the school on 61423388, to update your details.

- A link to "PTO" will be available on the school website from Wednesday 11 September to obtain **login details only**.
- **Interviews REQUESTED** (priority bookings) can be booked from **Wednesday 18 September, 4PM**.
- **ALL interviews** can be booked from **Thursday 19 September, 4PM**.

Accessing PTO:

1. Access the school website www.telopea.act.edu.au
2. Use the link for "**Secondary Parent Teacher Evening**" to gain access to the login page of the online booking system.
3. Click on the "Obtain PIN/Password". Enter your Surname, then in the next space type in the current email address that you have supplied to the school. Your PIN will then be forwarded to you via email, which will also include a 'clickable link' for the booking system.
4. Use the 'clickable link' and your PIN to access the booking system.

If you don't have access to a computer or have any problems accessing your PIN (you may have changed your email address) please call the front office reception on 61423388, for assistance.

Ona Siakimotu

Executive Teacher Science, PTO Administrator