

Secondary Parent Teacher Evening Term 1 2014

Secondary Parent/Teacher interviews will be held on:

Tuesday 8th April 2014 - 4:00pm to 6:30pm and
Wednesday 9th April 2014 - 6.00pm to 8:00pm

The online booking system, called "PTO", will again 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 62055599, to update your details.

A link to "PTO" will be available on the school website from **Monday 31st March.**

PRIORITY bookings (interviews requested) can be made from 4pm, Thursday 3rd April.

All other bookings can be made from 4pm, Friday 4th April.

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 your PIN **OR** the 'clickable link' to access the booking system.

Once you have access to PTO **PRIORITY bookings (interviews requested) can be made from 4pm, Thursday 3rd April. All other bookings can be made from 4pm, Friday 4th April.**

New login details will be issued for future parent teacher interview nights.

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 62055599 for assistance.

Ona Siakimotu
Executive Teacher Science