

12 August 2021

Dear Parents / Carers,

**Secondary Parent Teacher Interviews Term 3 2021**

The secondary Parent-Teacher interviews will be held on:

**Tuesday 14 September 2021 4.00pm to 6.30pm and Wednesday 15 September 2021 4.00pm to 6:00pm.**

You will book interviews on the online booking system, Parent Teacher Online (PTO), using the email address you provided to the school. If you need to update your email address, please contact the Front Office on 61423388.

The interviews will be conducted on the **Google Meet platform** in compliance with COVID-19 health and safety requirements. The link for your Google meet interview will be visible on a 'live' copy of your PTO booking sheet, at 15 minutes before your scheduled interview. Further information about protocols for entering and participating in your child's parent teacher interview will be emailed to you on Wednesday 8 September.

To help you prepare for your Google Meet online parent teacher interview, there will be a trial session on Thursday 2 September 5pm – 6pm, which will be held online. More detail will be emailed to you closer to the day. This is a good opportunity to familiarise yourself with the Google Meet platform.

**Please note:**

**Thursday 2 September 5pm – 6pm:** Trial session, online (*Google Meet link will be emailed on the day*).

**Wednesday 8 September:** protocols for the Google Meet emailed to all parents.

**Wednesday 8 September:** reports are issued to all parents.

**Wednesday 8 September, 5PM onwards:** only **Interviews REQUESTED** can be booked.

**Thursday 9 September, 5PM onwards:** **ALL interviews** can be booked.

**Interview length:** 6 minutes

If you do not have access to a computer or have any problems accessing your PIN please call the front office reception on 61423388, for assistance.

We look forward to the opportunity to meet with you at the end of Term 3 and thank you for your support in complying with COVID-19 health and safety requirements.



**Ona Siakimotu**  
**Executive Teacher Science, PTO Administrator**

## A. Accessing PTO

**Option 1:** Access the PTO website directly using the website link:

<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=vev8v>

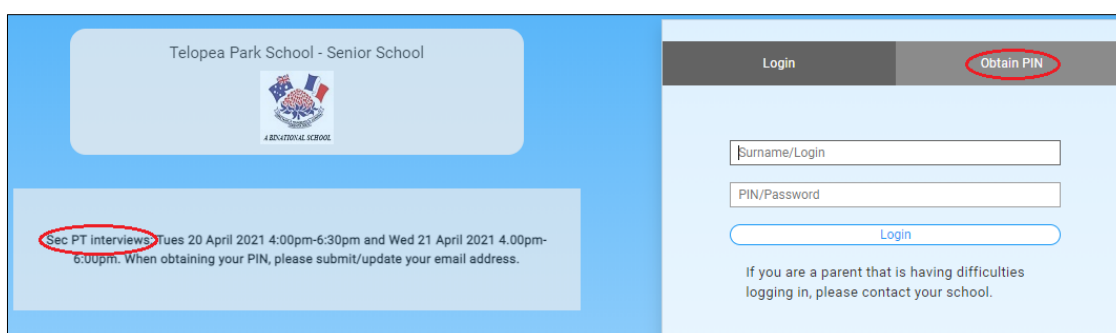
- a) Click on the 'Obtain PIN/Password' button. Enter your Surname, then in the next space type in the current email address that you have supplied to the school. Your PIN will then be forwarded to you via email, which will also include a 'clickable link' for the booking system.
- b) Use your PIN, or the 'clickable link' to access the booking system.

**Option 2:** Access the PTO website via the Telopea Park School website: [www.telopea.act.edu.au](http://www.telopea.act.edu.au)

- a) Access the school website at [www.telopea.act.edu.au](http://www.telopea.act.edu.au)
- b) Use the link for **Secondary Parent Teacher Interviews** to gain access to the PTO login page.
- c) Click on the 'Obtain PIN/Password' button. 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.
- d) Use your PIN, or the 'clickable link' to access the booking system.

## PTO Frequently Asked Questions


- 1) **My email address isn't recognised.** Try to remember which email address you may have provided to the school. PTO allows multiple attempts when entering an email address. Before calling us, please try; your current/previous email address, current/previous work addresses.
- 2) **I am using the correct email address and I can't log in.** Please ensure that you are visiting the SECONDARY PTO Website. If you have children in Secondary and Primary, you will need to log in to the Secondary website for Secondary bookings and the Primary website for Primary bookings.
- 3) **I don't know my PIN.** Please enter your surname, then click on the obtain PIN/Password icon at the top right above the login boxes and follow the prompts to have your PIN emailed to you.






## B. Booking an interview on PTO

1) Once you have been issued your PIN, use your surname and PIN to log in to PTO.

2) Confirm your email address AND add your phone number to your account. Click on "Save and continue" to proceed.

3) Select the day and time that you would like by clicking the 'select time' drop down menu, then make your selection. Once you have selected a time, you must click on the green + icon to confirm this booking. You can make bookings **ONLY** for recommended interviews  from 5pm Wednesday 8 September to 5pm Thursday 9 September.

You will be able to book an interview whether its recommended or not, from 5pm onwards on Thursday 9 September.

Student Name	Class	Teacher	Parent Name Booking(s)
DIGITAL PHOTOGRAPHY YEAR 9/10		Diana WEBSTER	Select time ...
ENGLISH YEAR 10		Maddison COWIE	No times available
GEOGRAPHY YEAR 10		James KNOTT	No times available
HEALTH/PHYSICAL EDUCATION YEAR 9/10		James MCAULIFFE	No times available
ITALIAN YEAR 10		Larissa SHIHOF	Select time ...
MATHEMATICS YEAR 10		Jafar BABAEI	No times available
SCIENCE YEAR 10		Onawe SIAKIMOTU	Select time ...

- 4) Repeat step 3 for each of the teachers who have requested interviews and/or teachers that you wish to make a booking with.

Remember to click the green + icon each time to confirm your booking. If you have selected the wrong time or wish to cancel the booking, please click on the red X icon.

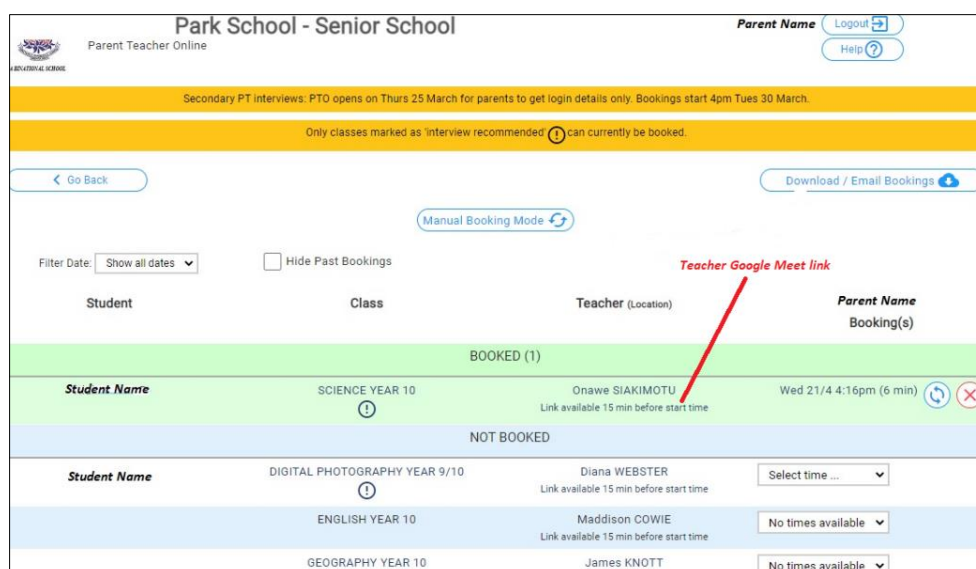
Confirmed bookings will then be shown in green. Please review all of your bookings to ensure that they are appearing in green as confirmed. **Please leave at least 1 appointment (6mins) between bookings, to allow for any for appointments that may begin slightly later.**

- 5) When all bookings are confirmed, you may check your appointments at any time prior to your interview, just login to PTO online.

**\*\* Closer to the time of the interviews, you will need to go back into PTO and open up your booking sheet to see the teachers' Google Meet links which will become visible 15 minutes before your scheduled interview time.**

### C. Using the Google Meet link to participate in your online interviews

Each teacher will have their own Google Meet link which will be visible on your booking sheet 15 minutes before your scheduled interview time.



Student	Class	Teacher (Location)	Parent Name Booking(s)
BOOKED (1)			
<i>Student Name</i>	SCIENCE YEAR 10	Onawe SIAKIMOTU Link available 15 min before start time	Wed 21/4 4:16pm (6 min)
NOT BOOKED			
<i>Student Name</i>	DIGITAL PHOTOGRAPHY YEAR 9/10	Diana WEBSTER Link available 15 min before start time	Select time ...
	ENGLISH YEAR 10	Maddison COWIE Link available 15 min before start time	No times available
	GEOGRAPHY YEAR 10	James KNOTT	No times available

#### On the day of the interviews:

- Have PTO open with your booking details visible. Please refresh this page regularly to ensure the Google Meet links are visible.
- At your scheduled time**, please click on the teachers' Google Meet link to be directed to your Google Meet interview. Select to enable your microphone and video.
- Click 'ask to join.'
- Wait until the teacher admits you for the interview.
- When your interview ends, click on the red phone icon to exit.
- Repeat steps b – e for each of your interviews.

\*\*Please refer to the pages below for Parent PROTOCOLS FOR PARENT TEACHER INTERVIEWS

## Parent PROTOCOLS FOR PARENT TEACHER INTERVIEWS

### 1. Before starting your Parent-Teacher Interviews

- You may join your online meeting from your PC, laptop, tablet or phone.
- Please make sure you use your own personal Google account to conduct your interviews on Google Meet.
- Please ensure that your environment/background is appropriate to facilitate a professional and focused discussion focusing on your child's learning, without interruptions.
- Go to PTO to access your booking sheet, or you may have already downloaded and saved it on your device.

### 2. Starting your Parent Teacher Interview

Follow the instructions below to join the Google Meet at the time of your appointment/booking:

- Refer to your booking sheet from PTO to check the time of your appointment.
- **At your scheduled time**, please click on the teachers' Google Meet link to be directed to your Google Meet interview. Select to enable your microphone and video.
- Click 'ask to join.'
- Your request will either be accepted or declined. If your request is declined, the teacher is still finalising their previous interview. **Please wait 1 minute** between each time you click on the link and request to join the appointment again. This will give the teachers time to finalise the interview and prepare for your interview.
- **\*Please be patient**. This is only the second time we are participating in online-video conferencing for parent teacher interviews. We have more than 900 parents and carers to connect and meet with across the two evenings, each using a range of devices and operating systems. We will endeavour to remain on time and thank you for your understanding and patience.  
\*If there are connectivity issues, the teacher may call you – this may appear as a "NO Caller ID" on your phone.
- To end your interview, just click on the red telephone icon to hang up and exit Google Meet.
- Should you experience any difficulties and not be able to enter the online session, please go to PTO and "request contact" from your child's teacher.

### 3. What should I discuss during Parent-Teacher Interviews?

The following are some suggested talking points for your Parent-Teacher Interview.

- Inquire about your child's academic progress and the next steps to progress their learning.
- Ask any questions that you may have about child's learning and raise any concerns that you may have.
- Share any information that may help your child's teachers to better understand and support your child e.g. significant events or transitions that may impact your child, current challenges or progress at home, achievements and interests outside of school etc.
- Inquire as to how you can best support your child's learning at home.

#### 4. What should I do if I have technical difficulties?

To facilitate a successful online Parent-Teacher Interview, all parents are invited to a trial Google Meet session on Thursday 2 September. This session will allow you to trial connecting to the Google Meet interview, using the device you plan to use during the Parent-Teacher Interviews.

Please use the following schedule to join this trial session:

Parent Teacher Interviews- ICT Trial Telopea Park School		
Year Level	Google Meet Trial Time	<a href="https://meet.google.com/yap-como-pkx">meet.google.com/yap-como-pkx</a>
Year 7	5:00 pm – 5:15 pm	<i>Please click on the link above to join the session at your allocated time (or copy and paste the link into your browser).</i>
Year 8	5:15 pm – 5:30 pm	
Years 9	5:30 pm - 5:45 pm	
Year 10	5:45 pm - 6:00 pm	

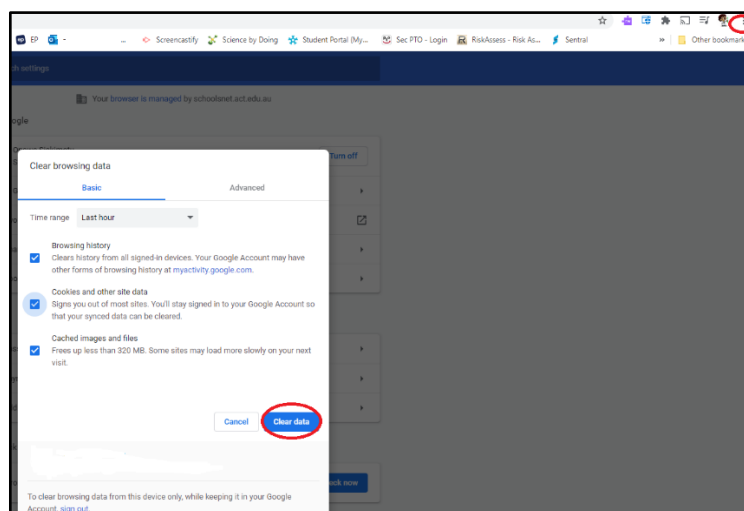
Please refer to the information below, should you encounter any difficulties.

#### Google Meet Support:

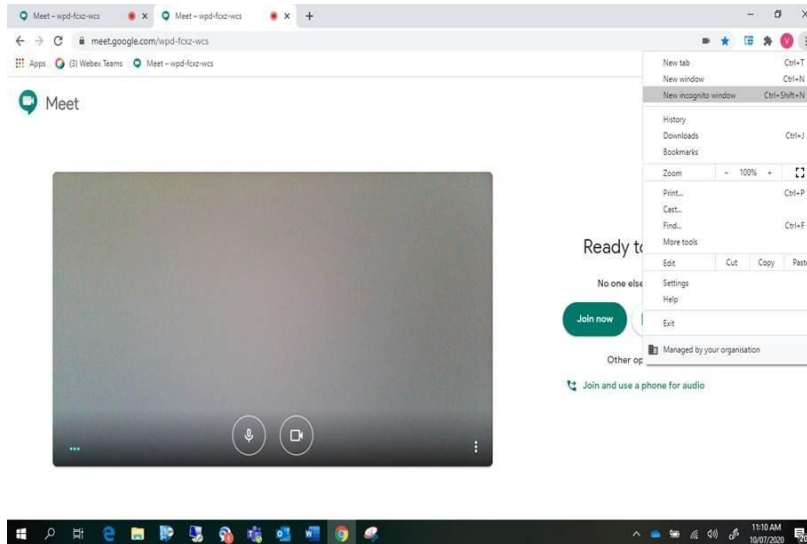
- The Google Meet meeting link can be opened in three supported browsers - **Google Chrome**, **Mozilla Firefox** and **Microsoft Edge**; please ensure that you are using one of these browsers to open the link.
- Always open a new browser and clear the cache/cookies. To do this you can follow the steps below:

#### Delete your browsing data

- On your computer, open Chrome.
- At the top right, click More .
- Click More tools. **Clear browsing data**.
- Choose a time range, like Last hour or All time.
- Select the types of information you want to remove.
- Click **Clear data**.



- C. If you are still having difficulty opening the link, you can open the meeting link in Google Chrome using incognito mode/window.



\*Please remember that if you cannot enter the session online, go to PTO and “request contact” from your child’s teacher (same place where you make a booking).