



31st August 2021

Dear Parents and Carers,

We are pleased to announce that Parent-Teacher Interviews for Kindergarten to Year 6 classes will proceed during the remote learning period. Parent Teacher Interviews will be held on:

Monday 6th September 1:30pm to 4:00pm -These interviews will be held online using the Google Meet platform.

Tuesday 7th September 1:30pm to 4:00pm -These interviews will be held online using the Google Meet platform.

Additional Parent Teacher Interview times have been provided for K-2 English teachers to ensure that all parents and carers have the opportunity to book an appointment time with their child's teacher, these will be visible in the PTO booking site.

For your convenience, interviews may be booked using the online booking system, Parent Teacher Online (**PTO**). Please use the PTO link: <https://bookings.parentteacheronline.com.au?school=ypsan>, to access **PTO**. You will then be prompted to generate your own PIN/password for your account. This account has been set up based on the email address you have provided to the school, so please use this email address when logging in.

Please note:

- **Separate interviews will be conducted for French and Australian classroom teachers for Kindergarten, Year levels 1, 2 and 6.**
- **Joint interviews will be conducted for students in Years 3, 4 and 5, with both the French and Australian teachers present together in the same Google Meet session.**

Interviews for K-5 students will be **10 minutes** in length and interviews for Year 6 students will **be 8 minutes** in length per teacher, to accommodate the number of subjects and teachers for Year 6 students.

Please refer to the 'Accessing PTO' information on the following page for details on how to access PTO. **We request that all families use the PTO booking system to book their interviews.** Please be mindful of teachers' workloads and do not contact your child's teacher directly to request a booking. Should you require any assistance in making a booking, or retrieving your PIN, please don't hesitate to call the Primary Office on 61423380 or 61423381 for assistance.

The PTO booking system will be open from 5:00 pm on Wednesday 1st September for parents who wish to make an appointment with their child's teacher(s). Bookings can be made up until **3.00pm on the day prior** to the requested interview time.

Please refer to the Parent Teacher Information on the following pages for further information. We look forward to the opportunity to meet with you in week 9 to discuss your child's learning journey.

Regards

The Telopea Park School Executive Team





Accessing Your Parent Teacher Interview:

Please follow the instructions below to enter your appointment on the evening:

- You will receive an email with the meeting link for your child's teacher.
- Please refer to your PTO booking to check the time of your appointment.
- **At your scheduled time**, please click on your appointment link to be directed to the Google Meet interview. Select to enable your microphone and video (optional).
- Click 'ask to join.'
- Your request will either be accepted or declined. If your request is declined, the teacher/s are still finalising their previous meeting. **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 meeting and prepare for your meeting.
- Please be patient. We will endeavour to remain on time and thank you for your understanding and patience.
- To end your session, just click on the red telephone icon to hang up and exit the session.

Google Meet sessions can be joined by following the link provided on your PC, laptop, phone or tablet. All staff have been provided with parent contact information for the students in their class. **Should you experience any difficulties and not be able to enter the online session, your child's teacher will call you to conduct the interview via phone.**

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.
- Inquire about your child's social and emotional progress and the next steps to progress their development.
- Ask any questions that you may have about your child's learning, or classroom processes. 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. specialist support/intervention that your child may receive, medical history, current challenges or progress at home, significant events or transitions that may impact your child, achievements and interests outside of school etc.
- Inquire as to how you can best support your child's learning and development at home.

A very small number of parents/carers encountered technical challenges on some devices during our last online Parent Teacher Interviews. Please refer to the Google Meet Support Sheet below, should you encounter any technical difficulties.





Accessing PTO:

Option 1: Access the PTO website directly using the website link: <https://bookings.parentteacheronline.com.au?school=ypsan>

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

A) Access the school website at www.telopea.act.edu.au

B) Use the link for **Primary Parent Teacher Interviews** to gain access to the PTO login page.

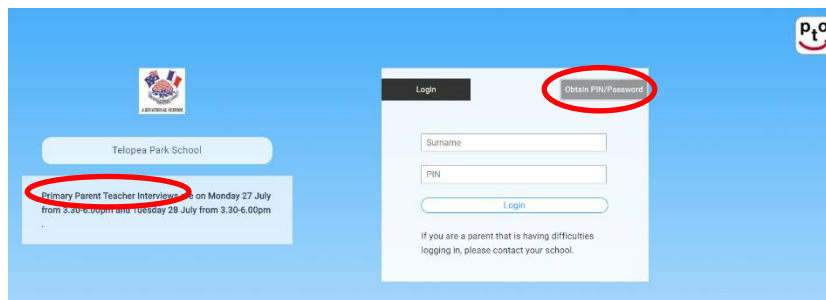
C) Click on the 'Obtain PIN/Password' button. Enter your Surname, then in the next space type in the current email address that you have supplied to the school. Your PIN will then be forwarded to you via email, which will also include a 'clickable link' for the booking system.

C) Use your PIN, or the 'clickable link' to access the booking system.

If you don't have access to a computer, or require support to access your PIN (your email address may have changed) please call the front office reception on 61423380 or 61423381 for assistance.

PTO Frequently Asked Questions

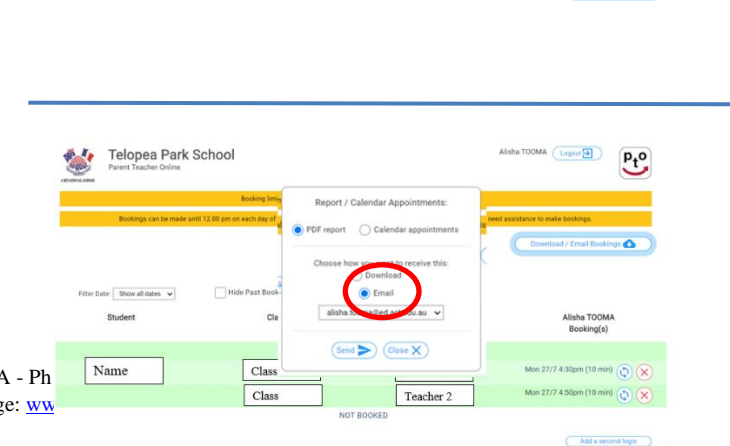
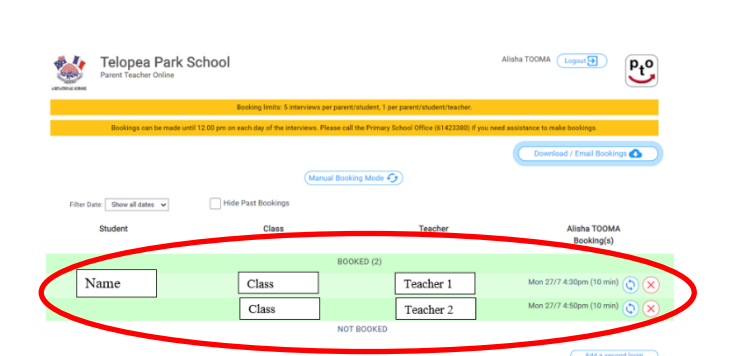
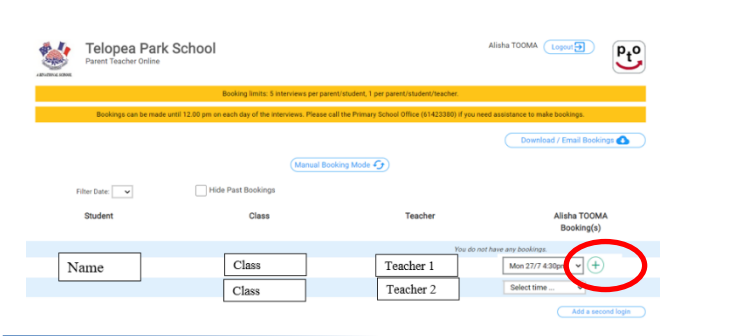
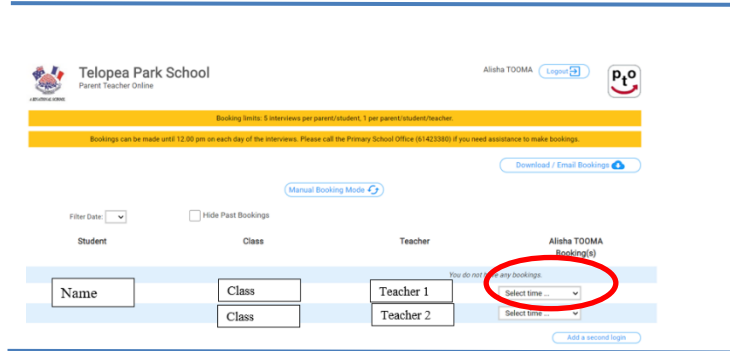
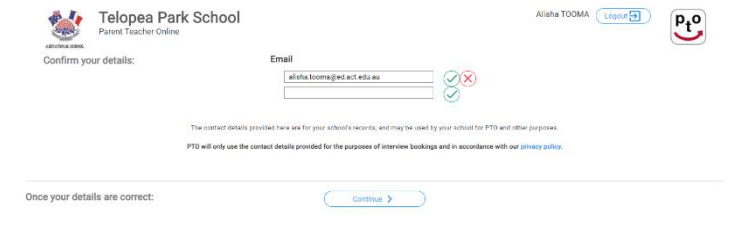
- 1) **My email address isn't recognised.** Try to remember which email address you may have provided to the school. PTO allows multiple attempts when entering an email address. Before calling us, please try; your current/previous email address, current/previous work addresses.
- 2) **I am using the correct email address and I can't log in.** Please ensure that you are visiting the **PRIMARY PTO Website**, there are different platforms for Primary and Secondary PTO logins. If you have children in Primary and Secondary, you will need to log in to the Primary website for Primary bookings and the Secondary website for Secondary 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.





How do I make a PTO booking?

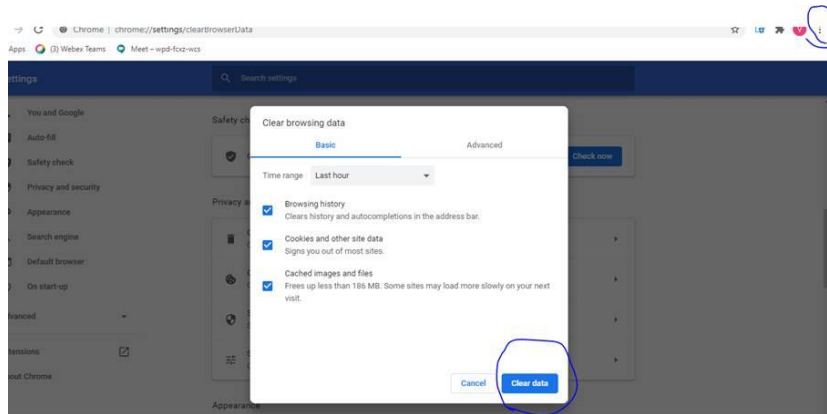
- Once you have been issued your PTO PIN, use your surname and PIN to login.
- Confirm your email address or add an additional email address to your account.
- Select the day and time that you would like by clicking the 'select time' drop down menu, then make your selection. Once you have selected a time, you must click on the green + icon to confirm this booking.
- Repeat step 3 for each of the 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. **It is important to leave at least 1 appointment (10 mins) between bookings, to allow for any for appointments that may begin slightly later, or run over time.**
- When all bookings are confirmed, please click on the download/email bookings icon and select the option to send a PDF report to your email address. This way you will have a record of your meeting times. To check your appointments at any time prior to your interview, just login to PTO online.



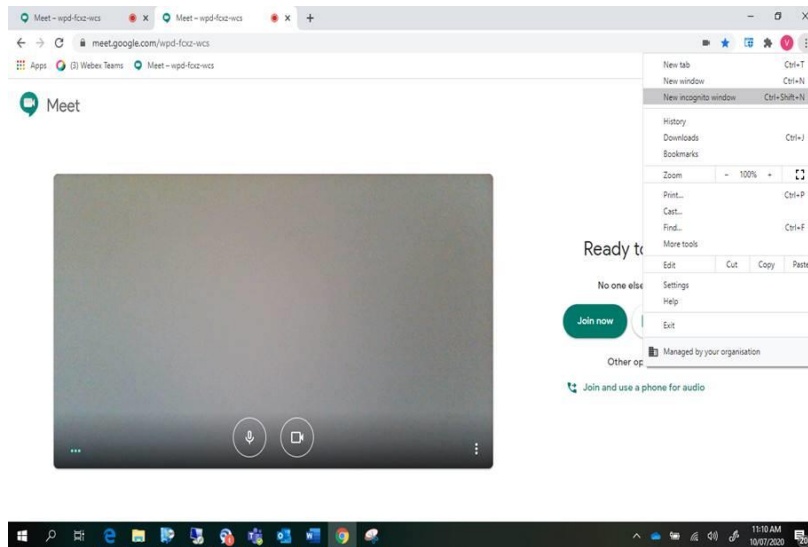


Google Meet Support Sheet:

- 1). 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.
- 2). Always open a new browser and clear the cache/cookies. To do this you can follow the steps below:



- 3). 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, your child's teacher will phone you to conduct the interview via telephone.**