Dear Parents,

Parent-Teacher Discussions will be held for years Prep to Year 6 from 3.40 p.m. to 8.00 p.m. on the 15th & 16th February 2016.

These discussions will be of 10 minutes duration with a focus on ‘getting to know you’ (for parents and teachers) and sharing information regarding the start of the year for your child. To assist this process we would ask you to complete the attached Response Sheet and return it to your class teacher prior to your Discussion. At this early stage of the year, a comprehensive academic assessment will not be available.

Please only book one time slot per family - per child, unless personal circumstances require two separate discussion times.

At Essex Heights PS we use an online booking system called Parent Teacher On-Line (PTO). You will be able to book the interview times that suit you best from any internet-connected computer. Bookings will open at 4.00 p.m. on Monday 8th of February.

Please access the system as follows:

- Go to the school’s home page www.essexheightspsvic.edu.au
- Choose the ‘Parent/Teacher Discussions’ tab
- Click the ‘PTO’ icon
- Enter your surname and PIN, provided on the attached slip

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’s name. A booking can only be filled by individual parents/guardians, not 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 by other parents, those time slots are no longer displayed as available. PTO prevents double-booking of time slots.

- When you have made all the bookings you require, you can download or email a report of your bookings for printing. You can log in and change bookings any time up to 1.00 P.M. on the day of the discussions.

- If you see this symbol displayed along side 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 by phone on 9807 4944 or by email to essex.heights.ps@edumail.vic.gov.au

Please note that Specialist Teachers (Phys Ed, Art, Music & Indonesian) are not part of this process in Term 1 as it is designed for parents to meet class teachers only.

Yours sincerely,

Andrew Crossett
Principal