
Bookings open Monday 13th July, 2015 at 4.00 p.m.

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 20th & 21st July 2015

This is a chance for parents and teachers to meet and discuss progress for Semester 1, the Mid-Year Written Reports and to make plans for Second Semester.

These discussions will be of 10 minutes duration.

As usual, we use an online booking system called Parent Teacher On-Line (PTO). Using this system 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 13th July.

Please access the system as follows:

- Go to the school’s home page www.essexheightsps.vic.edu.au
- Choose the ‘Parent/Teacher Discussions’ tab
- Click the PTO Booking Link
- 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. Bookings are made for individual parents/guardians, not for 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 for teachers, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.

- When you have made all the bookings you require, you can download or email a report of your bookings in time order 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) only have 25 time slots available (as do all class teachers) Therefore, we ask you to book one time per family (not per student) if you have specific issues or topics for discussion as the times are quite restricted*****

Yours sincerely,

Andrew Crossett
Principal