

## Parent-Teacher Interviews Term 1 2019

Dear Parents,

Parent-Teacher interviews will be held for years **7 - 12** from **1:00pm to 6:00pm** on **Tuesday 26<sup>th</sup> of March**.

Interviews will be of **10 minutes duration**.

*For these interviews we are using Parent Teacher On-Line (PTO). It will save time for parents, staff and students!*


Using this system you will be able to book the interview times that suit you best from any internet-connected computer.

Please access the system as follows:

- Go to the school's web page: **www.ashs.wa.edu.au**
- Click the PTO icon as shown here ...
- Click "**Obtain PIN/Password**" and enter your email address. Your PIN will be emailed to you. The email you receive will include a link that will take you straight into the booking section PTO, bypassing the login screen.



Full instructions are provided to you after log in. Please note the following points:

- You will only see time slots *available* at the time you are using the system. PTO prevents double-booking of teachers or parents/guardians.
- When you have made your bookings, you can download or email a *report* of your bookings and times to save or print. You can log in and *change bookings* any time **up to 10:00am on the day of interviews**.
-  This symbol displayed along side the class name, signifies the teacher recommends you book an interview.
- Other parents may be making bookings at the same time as you. 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 9497 6400

Yours sincerely,

Carol Daniels  
Principal



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