



Birkdale State School

AGNES STREET, BIRKDALE Q 4159

PRINCIPAL: Jason Boyd
DEPUTY PRINCIPAL: Jenni Mann
HOSES: Shakira Hearn
BUSINESS SERVICES MGR: Cheryl Rafferty

TELEPHONE: 3286 0777
FACSIMILE NUMBER: 3286 0700
E-MAIL: admin@birkdaless.eq.edu.au

12/7/2017

Parent Teacher Interviews - Wednesday 26th July 2017

Dear Parents/Caregivers,

Parent/Teacher Interviews will be conducted for years Prep to 6 from **3:20pm to 8pm** on **Wednesday 26th July 2017**. All interviews will take place in the Hall. For these interviews we are using an internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book interview times that suit you best from any internet-connected computer. Interviews will be of 10 minutes duration.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from parents. PTO allows this consent to be obtained as part of the login process.

Please access the system as follows:

- Go to the Birkdale State School Website (www.birkdaless.eq.edu.au)
- Click on the PTO Link
- Register for use using the following steps.

Step 1 – Register for use

Log in to PTO

Title (optional)

e.g. Mr/Mrs:

First name:

Last name:

Email address:

Need help?

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ Login

You can register to use PTO here. If you have already registered and need your PIN/Password re-sent, click 'Obtain PIN/Password' below.

By registering to use PTO, you give consent for the personal information you enter being used for the purpose of interview bookings. Use of this information is subject to our [privacy policy](#).

Step 2 – Enter details and click Send Registration – an email containing your login PIN will be sent to the email address you provided.

Step 3 – Enter details received via email and 'Log In'

Once you have **logged in** you will be required to **Register your students**. Your students **EQ ID number** is on the letter your child brought home on Wednesday 12th July 2017.

It is recommended that you enter the students name during this process. You can enter more than one ID if you have multiple students at the school. The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings.

Step 4 – Enter student EQ ID and (optional) Student name, then 'add'

Student Registration You are logged in as: John Smith [Sign out]

Step 1: Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID:

You can enter the student name if you wish.
This will help you (and teachers) to see who bookings are for.
If you don't wish to enter a name, you can leave as shown.

First Name:

Last Name:

Students currently registered:

You do not have any students registered.
Please fill in the details at the left and click Add.

Class	Year
Class Teacher	3
Maths	3
PE	3

To add additional students, enter next EQ ID, check and (optional) student name, then 'add'

Student Registration You are logged in as: John Smith [Sign out]

Step 1: Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID:

You can enter the student name if you wish.
This will help you (and teachers) to see who bookings are for.
If you don't wish to enter a name, you can leave as shown.

First Name:

Last Name:

Students currently registered:

Student ID	First name	Last name	
1445053046K	James	Brown	<input type="button" value="Change"/>

Class	Year
Class Teacher	0

Continue this process until all relevant students added.

When all your students are added click **"Go to bookings"** and make bookings as per PTO instructions.

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

- Bookings are made for individual parents/guardians. If two parents wish to attend a single interview timeslot, one parent should make the booking then both can attend. If parents wish to attend separate interviews then EACH parent will need to go through the registration process and book their own interview time slot.
- You will only see the time slots which are available at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents the double-booking of parents or teachers.
- When you have made all the bookings you require, you can print a report of your bookings in time order. **You can log in and change bookings any time up to 3pm on Tuesday 25th July 2017. If you need to make changes after this date please phone the Birkdale SS office (Ph 32860777).**
- If you see this symbol **!** displayed alongside the child's name, it means this teacher recommends that you book an interview.

- If you encounter any difficulties please don't hesitate to notify the school, preferably via email at jmal47@eq.edu.au
- If you **do not have access to the internet** please come and see our friendly office staff and they will help you with your booking.

Any feedback you wish to provide with relation to this interview booking system will be most welcome.

Yours sincerely

Jason Boyd

A/Principal