



PRINCIPAL: Greg Gosling
DEPUTY PRINCIPAL: Jenni Mann
DEPUTY PRINCIPAL: Susan Bunce
HOSES: Shakira Hearn
BUSINESS MANAGER: Cheryl Rafferty

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

Parent Teacher Interviews

Dear Parents/Caregivers,

Parent/Teacher Interviews will be conducted for years Prep to 6 from **3:15pm to 7pm** on **Tuesday 31 July 2018**. 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

Step 2 – Enter details and click Send Registration – an email containing you 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 Monday 16 July 2018.

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'



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

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.

Engaging today's learners to become tomorrow's leaders



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- 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 Monday 30 July 2018. 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

Greg Gosling
Principal