Chilwell Primary School

Parent-Teacher-Student Meetings Wednesday 24th July, 2013

Dear Parents & Carers,

It’s approaching that time of the year where our staff want to catch up with you and celebrate the achievements of your children. Parent-Teacher Online (PTO) will be used again to book times as we did with the initial meetings earlier this year. This time our students will be taking a major part in communicating their report and results and next stages of learning.

You will be able to book the meeting times that suit you best from any internet-connected computer. A computer is available in the office foyer during school hours if you do not have internet access at home or elsewhere. Alternatively, you can call the office between 11.30am – 12.30pm on Thursday 25th June and Lesley or Helen will assist you. Make sure you have your login and password ready. Please respect these times.

Thank you to the parents who have updated their email details with the school. On the PTO page, you will see a section called “Obtain PIN & Password.” By clicking this icon you will receive your login and password via the email address given to the school. Follow the instruction prompts.

A NEW PASSWORD WILL BE GENERATED EACH TIME INTERVIEWS ARE CONDUCTED. PLEASE DISPOSE OF ANY PREVIOUS PTO PASSWORDS/LOGINS.

Parent-Teacher meetings will be conducted all day Wednesday 24th July. If this day does not suit, please speak with your child’s class teacher. Times for your child’s class teacher will be available online from Tuesday June 25th at 5.00pm until Tuesday 23rd July at 10pm. If you would like to speak with a Specialist Teacher on the day, please email chilwell.ps@edumail.vic.gov.au and let us know who you would like to see and a time that suits. We will attempt to accommodate this with the specialists who work on this day or at another time. All Interviews will be 15 minutes in duration. Please respect this time.

To access the system:
- Go to the school’s home page www.chilwellps.vic.edu.au
- Click the PTO logo (example on right) on front page of website
- Obtain Pin/Password, (check your email) then enter your login and PIN

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

- If booking multiple interviews (ie. 2 or more children) interview times will automatically leave a 15 minute gap between each interview. This is to allow time to get to the next interview.
- 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 meeting timeslot, one parent/guardian should make the booking then both can attend.
- You will only see 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 double-booking of teachers or parents/guardians.
- 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 10pm on Tuesday 23rd July.
- If you see this symbol displayed along side the class name, it means this teacher or another teacher requires that you book a meeting.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO or want to update your email address, please notify the school office, preferably via email at chilwell.ps@edumail.vic.gov.au and put PTO and your name in the subject box eg: PTO - Welsh

Thanks for booking online!

Scott McCumber
Assistant Principal