

**MACQUARIE PRIMARY SCHOOL**  
**Years P – 6**

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29 June 2020

**Parent-Teacher Interviews – 27 - 30 July**

Dear families,

Parent-Teacher Interviews will be held for **Preschool - Year 6** from Monday, 27 July to Thursday, 30 July 2020. Monday – Wednesday interviews will be **face-to-face** interviews and Thursday will be **phone or video call** interviews. Interviews will be **10 minutes in duration**. We encourage all parents to book an interview time.

For these interviews we will be using an internet-based 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 device. A computer will be available at school during school hours if you do not have internet access at home or elsewhere.

Please access the system as follows:

- Go to the school's home page: <http://www.macquarieps.act.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. Full instructions are provided to you after log in.
- Bookings can also be made using the PTO mobile app using the school code **7dykc**
- If you would like a **face-to-face** meeting please book a time on Monday, Tuesday or Wednesday.
- If you would like to book a **phone call** please choose a time on Thursday. When making the booking please enter your best contact number for that time and your child's teacher will call you at the allocated interview time.
- If you would like to book a **video conference**, please choose a time on Thursday and when making the booking please type "VIDEO" into the contact number field. Your child's teacher will email you a link for the online meeting.



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 Friday, 24 July**.
- 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 6142 1550, or by email to [admin@macquarieps.act.edu.au](mailto:admin@macquarieps.act.edu.au)

Yours sincerely,

Danielle Porter

Principal