



MACQUARIE PRIMARY SCHOOL

Years P – 6

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8 February 2021

Getting to know you Interviews – 14-18 February

Dear families,

Getting to know you interviews will be held for **Preschool - Year 6** from Monday, 14 February to Friday, 18 February 2021. Interviews will be **10 minutes in duration and will all be held online via Microsoft Teams**. You will be emailed a link to the meeting after you have made your booking. 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.

Bookings are open now. 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**



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, 11 February**.
- 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

Yours sincerely,

Jodie Rowell

Principal