



MACQUARIE PRIMARY SCHOOL

Years P – 6

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2 June 2022

Parent – Teacher interviews – 27 - 30 June


Dear families,

Parent-teacher interviews will be held for **Preschool - Year 6** from Monday, 27 June to Thursday, 30 June 2022. Timeslots will be available until 5pm Monday, Wednesday and Thursday and until 7pm on Tuesday. Interviews will be **10 minutes in duration and held in person in your child's classroom or via a phone**. Interviews will occur after families receive school reports, so they are an opportunity for families to gain more information. We encourage all parents to book an interview time.

Parents will also have the option to book a time with our specialist teachers, Cynan (music), Karen (digital arts) and Ami (dance) who teach your children once a week in their specialist subject.

For these interviews we will once again 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.
- If you would like to book a phone call, 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.
- 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.
- You can log in and *change bookings* any time **up to Friday, 24 June**.

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