



Re: Parent/Caregiver - Teacher Meetings

Parent-Teacher meetings are an important part of our efforts at Craigslea State High School to provide open communication between teacher, parent/caregiver and students.

For these meetings we will be using the internet-based booking system called Parent Teacher On-Line (PTO). This system saves time for parents, staff and students.

Using this system you will be able to book the meeting times that suit you best from any internet-connected computer. If you do not have an internet connected computer, please contact the school and bookings can be made for you. The office hours are 8.00am to 4.00pm; please phone 3326 5222.

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 a part of the login process. Please follow these steps to log in to PTO and make your interview bookings:




- To access the login page [Click Here](#).
- At the PTO login screen, click **“Register for use”** and **enter your name and email address. ****You must register again regardless of whether you have used this system before. Previous login details will not be valid****
Then click **“Send registration”**. By doing so you are consenting to your information being stored in PTO and being used for the purpose of meeting bookings.
- **An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.**
- If you don't have an email address, contact the school by phoning 3326 5222 so that we can enter your details for you.
- After you have received your login details, click **“Login”** on the PTO login screen and enter your surname and PIN as shown in the email or as advised by the school.
- Enter the Student ID of the student for whom you wish to book conferences. Education Queensland student IDs (EQ Id) have ten numbers followed by one letter.

You can enter more than one ID if you have multiple students at the school. **Students should know their own student IDs; they are listed on their student ID card and their timetable.** The classes of each student can be listed to check that you have entered the ID correctly and to help distinguish between siblings.

- **If you have not registered the student by name yet, using the “Change” button in the grey box on the registration screen, enter the name of the students for the IDs entered. This will show as the student’s name appears in the boxes beside the change button.** By doing so you are consenting to the student’s name being stored and used in PTO for conference bookings. This will help you when making bookings and will also help teachers to know who they are discussing for each conference.
- After you have entered your student ID(s) and name(s), proceed to make bookings as instructed on the screen. You can only register one student at a time.

If you have any questions or concerns about security or privacy of information stored in PTO please visit the www.parentteacheronline.com.au/privacy

Please note the following points:

- 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 conference 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 PDF *report* of your bookings in time order for printing.
- If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book a meeting. Teachers have also requested meetings through entries on Semester One reports.
- 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 3326 5222.

Any feedback you may wish to provide on our reporting system will be most welcome. Please remember to bring your copy of the Semester One report for your child.

Thank you for your co-operation. We look forward to seeing you.