

24 May 2021



Under the Stewardship of Mary Aikenhead Ministries

Dear Parents and Carers

### Year 11 Parent Teacher Meetings

We are delighted to invite you to meet the teachers who will be partnering with you in nurturing and educating your daughter. These interviews are an integral element of the partnership we have with you to improve your daughter's learning outcomes.

Meetings will return to a **face-to-face** format at the College and be held on **Monday 7 June between 3:30 – 7:30 pm**. All parents and carers will be required to scan in using the College's QR code upon arrival and are asked to not attend if displaying any cold/flu symptoms, raised temperature or cough. Social distancing and non-contact greetings will be in place.

If convenient with your other bookings, you are invited to meet with your daughter's Tutor between 3:30-3:45pm. Please let your daughter's Tutor know if you plan to take up this opportunity via email. Bookings remain open online until midnight on Sunday 6 June.


The College uses an online booking system called Parent Teacher Online (PTO). Using this system will enable you to book the interview times that suit you best from any online device. Please access the system as follows:

1. Go to the College's home page <https://www.stvincents.nsw.edu.au/>
2. Click on the Menu link and select **PTO - Parent Teacher Online** link
3. Enter your surname and PIN.

You can obtain your logon details via email from the PTO portal. Click on "Obtain PIN/Password" and enter the email address registered with the College.

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

- Upon logging in, the system displays your own daughter/s. Bookings are made for individual parents/carers, not for couples. Couples can, however, log on to the system simultaneously to coordinate bookings. If two parents/carers wish to attend a single interview time slot, one parent/carer 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 time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/carers.
- When you have made all the bookings you require, you can print a *report* of your bookings in time order.

-  If you see this symbol displayed alongside the class name, it means this teacher recommends that you book an interview.
- 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 time slot it will not be available, and a message will be displayed to indicate this.

Please do not hesitate to contact our IT Team if you encounter any issues, or have any questions regarding your bookings, via email at: [IT@stvincents.nsw.edu.au](mailto:IT@stvincents.nsw.edu.au)

Yours sincerely

**Bob Anderson**  
**Director of Education Administration**