

Parent-Teacher Interviews 3 May 2022

Dear Parents,

Our Parent-Teacher interviews will be held on Tuesday 3rd May from **3pm to 6pm in our school hall.**


Interviews will be of **10 minutes duration.**

*For these interviews we are using an online booking system called **Parent Teacher On-Line (PTO)**. It will save time for parents, staff and students!*

Using this system you will be able to book the interview times that suit you best from any internet enabled device. PTO also has its own free app for Apple and Android devices.


Please access the system as follows:

- Download the PTO app from the app store and use the 5 digit code at the end of the schools PTO service URL, which is 5ccw6 to register
- Go to the school's home page: **www.sunnybankshs.eq.edu.au**

- Click the PTO icon as shown here ... 

- Enter your surname and PIN (emailed to Parents/Carers)

Full instructions are provided to you after log in. 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 10am on Tuesday 3 May.**
- If you see this symbol  displayed along side 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 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 3323 8111, or by email to **office@sunnybankshs.eq.edu.au**

Yours sincerely,

Leah Fountaine
Principal
Sunnybank SHS