Dear Parents,

As indicated in the Pride the Years 7 to 10 Parent, Teacher, Student Interviews will be held on:

**Tuesday 16 July from 1.45pm to 8.00pm for families whose surnames are between A to L**

**Wednesday 24 July from 1.45pm to 8.00pm for families whose surnames are between M to Z**

If you unable to make the day allocated then it is permitted to make bookings for the alternative date.

Each interview will be of **five** minutes duration. The Semester One reports will be available for collection in the **Light of Christ Centre**. We encourage parents to arrive 20 minutes before their first interview to give time to collect and look through your child’s report before the interviews commence. Reports that are not collected will require parents to make contact with the relevant Year Coordinator.

For these interviews we are using the internet-based booking system called Parent Teacher Organiser (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-connected computer. A computer is available in the College office during school hours if you do not have Internet access at home or elsewhere.

Please access the system as follows:

- Go to the school’s website: [www.stleos.nsw.edu.au](http://www.stleos.nsw.edu.au)
- Click on the PTO link at the bottom of the page. This is A Quick Links connection
- Enter your surname and PIN, provided on the enclosed advice slip.

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

- The system displays only your son(s)/daughter(s). Bookings are made according to our mail addressees.
- I **would strongly suggest you leave a 5 min gap in between each appointment, to allow for movement between the teacher locations.**
- Interview time slots are limited. The earlier you can open the website and book— the more options you will have.
- 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 timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- The online system will be available from Tuesday 25th June at 10am. When you have made all the bookings you require, you can print a report of your bookings in time order. You can log in and change bookings any time up to the day of the interviews. The booking system will close at **7am on the day of the interviews.**
- If you see this symbol ![displayed along side the class name, it means this teacher would especially like you to 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 then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please notify the school office on 9487 3555.
- There will be a break in interviews between 5.45pm and 6.30pm to allow staff to have a dinner break.
- Where the class has two teachers the booking will only be able to be made via one of the teacher’s names.
- Support teachers will also be available on the night.
- Parking is available on the tennis/basket courts near LOCC.

I would encourage all parents/guardians to bring along their son/daughter as they are the "common denominator" in these discussions. Should the allocated 5 minute interview not be long enough to discuss the issues of your son’s/daughter’s progress, another meeting can be arranged with the teacher at a mutually convenient time. If you have concerns, I encourage you to make contact before this interview session.
The following teachers will not be available for the following sessions:
Mr A Rotolo - Tuesday 16th July & Wednesday 24th July /
Mrs. J.Viski - Tuesday 16th July & Wednesday 24th July
Mr L Tiglao – Tuesday 16th July - Leave
Mrs J Torpy - Tuesday /16th July - Leave
Mrs H Wessels - Tuesday 16th July - Leave

We look forward to seeing as many parents and students as possible.

Yours sincerely,

Susan White
Acting Assistant Principal