



# North Rockhampton State High School

## Parent-Teacher Interviews 19 July 2017

Dear Parents,

Parent-Teacher interviews will be held for years 7 to 12 on Wednesday 19 July 2017 from 3:10 pm to 6:00 pm. Interviews will be of 10 minutes duration.

For these interviews we will be using an internet-based 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-connected computer. A computer will be available in the library during school hours if you do not have internet access at home or elsewhere.

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:

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- Go to the school's web site [nthrckshs.eq.edu.au](http://nthrckshs.eq.edu.au). On the right-hand side, go to Quick Links and then select 'Parent teacher online website'.
- At the PTO login screen, click "Register for use" and enter the registration code 2041, your name and email address. Then click "Send registration". By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview 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 4924 7888 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 interviews. 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 IDs can be found at the top of their timetable next to their name or they are available from Mrs O'Sullivan. The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings.
- You can optionally enter the name of the students for the IDs entered. By doing so you are consenting to the student's name being stored and used in PTO for interview bookings. *You do not have to enter the name of the student(s)* but doing so will help you when making bookings and will also help teachers to know who they are seeing/discussing for each interview.
- After you have entered your student ID(s) and optional name(s), proceed to make bookings as instructed on the screen.


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

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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 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 PDF report of your bookings in time order for printing. You can log in and change bookings any time up to 3:00 pm on 18 July 2017.
- 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 4924 7888 or email [mailto: principal@nthrckshs.eq.edu.au](mailto:principal@nthrckshs.eq.edu.au)

I am sure the system will be of benefit to students, parents and staff. Any feedback you may wish to provide will be most welcome.

Yours sincerely,

Cynthia O'Sullivan  
Deputy Principal