

Parent-Teacher Interviews Semester 1 2025

11 April 2025

Dear Parents,

Parent-Teacher interviews will be held for years **Reception to 6** during **Week 2 of Term 2 Monday 5 May-Friday 9 May 2025**. We encourage you to take this opportunity to come along and discuss your child's academic and social development.

Interviews will be of **15 minutes duration**. If you have more than one child at the school and would like to schedule your Interviews on the same day, we recommend leaving a gap in between appointments to give yourself time to walk to and from each classroom.

If you feel you will need longer than the time allocated, please contact your child's teacher to organise an alternative time.

Please access the system as follows:

- Go to the [PTO website](#)
- Click "Obtain PIN/Password" and enter your email address. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.

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* up **until 11pm Friday 2 May 2025 is cut off.**
- 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 Front Office on 8115 7400 or via email vandrews@star.catholic.edu.au

Yours sincerely



Annette Diassinas and Kelly Manera
Co-Principal