Dear Parents,

Parent Teacher Night interviews will be held for all students on Monday 15th September 2014.

The Parent Teacher Night will run from 4:30pm to 8:30pm and the length of interviews is 5 minutes. We request that parents/carers do not book back-to-back appointments so that you have time to move from one appointment to the next – this should minimise delays and ensure that the appointment time is spent discussing your child’s progress with their teacher.

To arrange these interviews we use an internet-based booking system called Parent Teacher On-Line (PTO).

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. Should you not be able to access PTO please contact our Front Office staff on 62056455.

Please access the system as follows:

- Go to the school’s home page http://www.dicksonc.act.edu.au
- Click the PTO icon as shown here …
- Enter your surname and PIN, provided on the slip included with your child’s progress report.
- If we have a work email address recorded for you, you can click Obtain PIN/Password and enter your email address. Your PIN will be emailed to you.

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

- When you log on, PTO displays only your own child/children. 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 that are available at the time you are using PTO. 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 download or email a report of your bookings in time order for printing. You can log in and change bookings any time up to 3:00pm on the day of interviews. After this time please approach the Help Desk on arrival at the college to check availability.
- 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 PTO. 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 our Front Office staff by phone on 62056455.

The settings used by Dickson College in the PTO online booking system are reviewed each semester and have changed compared to previous sessions. Any feedback you may wish to provide regarding your experience using PTO will be most welcome.

We look forward to meeting with you on Monday 15th September 2014.

Yours sincerely,

Rob Emanuel
Deputy Principal
05/09/2014