Dear Parents,

Dates and times for this semester’s parent teacher interviews are listed below, all interviews are 5 minutes in duration. The focus of these mid-unit interviews is on feedback and follow up regarding issues that may have arisen in second semester study, or in the mid-year reports. They provide an opportunity for:

- our VCE students and their parents to focus on the all-important last few months of study,
- for teachers to discuss with parents any major difficulties that students may be experiencing,
- for parents to discuss any concerns they may have, and
- for years 9, 10 and 11 students to discuss issues regarding subject selections for next year.

Date: Tuesday 28th August. All classes conclude at 3:10 on this day.

Sessions:
1 3:45pm – 5:30pm. 
2 6:30pm – 8:30pm.

Date: Wednesday 29th August. There are NO classes on this day at all.

Sessions:
1 12:30pm – 2:30pm
2 3:00pm – 5:00pm
3 6:00pm – 8:30pm

For these interviews we are introducing a new internet-based booking system called Parent Teacher On-Line (PTO), that will enhance our communication with families.

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. If you do not have internet access at home or elsewhere, a computer will be available in the Library during school hours (8:00am – 4:30pm Monday to Thursday and 8:00am to 3:30pm Friday). It is suggested you come to the Library with your son to book your interviews.

Please access the system as follows:

- Go to the school’s home page www.mazenod.vic.edu.au.
- Click the PTO icon as shown here … and enter your username and password/PIN.
- Username and password can be accessed by using the “Obtain PIN/Password” link on the PTO login page. The email you use must be the same as the email recorded at the College. Usernames and passwords will also be posted home on Monday 13th Aug.
- If you are unsure, ask your son for help – he will have a copy of the user manual as well.
- If you have computer access problems, you can visit the College Library.
- We suggest you leave a free timeslot between your interviews to allow for movement and congestion.
- The sessions on Wednesday will be less crowded – please book Wednesday if you can.

More detailed instructions are provided to you in the attached user manual, and also in the software after log in. Please note the following points:

- When you log on, the system displays only your own child/children. Bookings are made by families using your family username and password/PIN. Parents/guardians seeking alternative arrangements should call the College.
- 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 list of your bookings, in time order, for printing. You can log in and change bookings any time up to 9am on the day of the interviews.
- If you see this symbol displayed along side the class name, it means this teacher recommends that you book an interview.
- If you encounter any problems using PTO please contact the school office by phone on 9560 0911.

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,

Fr Michael Twigg O.M.I.
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To obtain PIN/password click here:

You can find extra information wherever you see the ‘i’ symbol:

Click OK to proceed to make your interview bookings:

When you have made all your bookings, click the printer symbol to download your interview list:
Manual mode – you make all your bookings individually:

- Select a time, then click 'Make Booking'.
- It is recommended to leave a gap between interviews – you can untick this if you need to.

Automatic mode:

- You can ‘change’ to Automatic mode if you wish – the system will schedule all your interviews for you.
- Again, it is recommended to leave a gap between interviews – you can untick this if you need to.
- Select all the teachers you wish to see.
- Select a start time for your interviews, then click ‘Next’.

The system will give you a number of start time options, and total duration, select the one you want and click ‘Next’.

At any time you can change back to Manual mode to change individual interview times or to add some new ones.