



Parent/Teacher meetings will be held on Thursday 6<sup>th</sup> April (3.30-6.00pm), Monday 10<sup>th</sup> April (3.30-5.30pm) and Wednesday 12<sup>th</sup> April (3.30-5.00pm). Meetings will be of 10 minutes duration.

For these meetings, we are using an internet-based booking system called 'Parent Teacher on-Line'. Using this system, you will be able to book the meeting times that suit you best from any internet connected computer. Bookings can commence on Thursday 16<sup>th</sup> March from 9.00am.

Please access the system as follows:

- Go to the school's home page: [www.stmarks.sa.edu.au](http://www.stmarks.sa.edu.au) (News & Events/Parent Teacher Meetings)
- Click the PTO icon as shown here: The PTO icon is a square with rounded corners, containing the letters 'pto' in a stylized font. The 'p' is red, the 't' is blue, and the 'o' is red. A blue arrow points from the bottom of the 'o' back to the top of the 'p'. A small red star is positioned above the 'o'.
- Enter your surname and PIN, provided below:  
(Please note: PIN numbers have been allocated to *both* parents, so that *either* parent can make the booking/s. Where *both* parents will be attending the meeting, please ensure only the one booking is made. For separated families, separate meeting times can be booked if preferred).

Parent Name:

Login:

Password:

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.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked by parents, 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 any time up to 8am on the day of 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 8391 0444 or by email to [contact@stmarks.sa.edu.au](mailto:contact@stmarks.sa.edu.au)