




Dear Families

Parent/Teacher meetings will be held on Thursday 4<sup>th</sup> April (3.30-6.00pm), Monday 8<sup>th</sup> April (3.30-5.30pm) and Wednesday 10<sup>th</sup> April (3.30-5.00pm). Meetings will be of 10 minutes duration.

To coordinate 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 Monday 18<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: 
- 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: «Parent\_Name»

Login: «Login»

Password: «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)
- Parents can make bookings to meet with specialist teachers – P.E., German, Music and Learning Support. Their availability may vary on some nights depending on demand.