

Dear Families

We look forward to providing you an opportunity to speak directly with your child's teacher and gain an understanding of your child's strengths and areas to develop.

Parent/Teacher meetings will be held on:

Thursday 2nd April

3.30-6.00pm – Years FO,1,2,4,6

3.30-7.00pm – Year 3

Year 5 away on camp

Monday 6th April

3.30-6.00pm – Years FO,1,2,4,6

3.30pm-7.00pm – Years 3 & 5

Wednesday 8th April

3.30-6.15pm – Years FO,1,2,3,4,6


2.00pm-6.15pm – Year 5

Meetings will be of 15 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 or contact the front office if assistance is required. **Bookings can commence on Monday 16th March from 9.00am.**

Please access the system as follows:

- Go to the school's home page: 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: «Pin»

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
- Parents can make bookings to meet with specialist teachers – P.E., German and Music. Families of students who work with learning support teachers can make bookings also. You will have been notified if your child is working regularly with Learning Support teachers. Their availability may vary on some nights depending on demand.

Kind regards

A handwritten signature in black ink, appearing to read 'J Heyne', written in a cursive style.

James Heyne
Principal

10th March 2020