



KENMORE STATE HIGH SCHOOL

The Queensland Department of Education trading as Education Queensland International (EQ) CRICOS Provider Number: 00608A

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Parent-Teacher Interviews August 2023

Dear Parents,

Parent-Teacher interviews will be conducted from **2:00pm to 7:00pm on Thursday 17th August, 2023.**

On Thursday, students will finish school at 1pm.

Interviews will be of 8 minutes duration and will be conducted **online, via Microsoft Teams**. Information and a guide to using Microsoft Teams will be sent to parents ahead of interviews commencing. (If you joined us for Parent/Teacher Interviews online last year it is the same as then – Access to Teams Meetings will be managed by the Parent Teacher On-Line (PTO) platform).

To book a Parent Teaching interview, we are using the booking system Parent Teacher On-Line (PTO). **N.B. You will have to create a new account even if you have used the system previously.**

Using this system, you will be able to book the interview times that suit you best from any internet-connected computer or smart phone. Should you not have access to an internet-connected computer, you can phone Monique De Haast or Robyn Hannouf on 3327 1555 (during school hours) and they will enter the data into PTO for you. We strongly encourage you to make bookings yourself online if possible; you will find it quick and easy.

Please note the following timeframe for booking parent/teacher interviews through PTO. Bookings cannot be made online or by phone before the opening date/time or after the closing date/time.

- **Open Wednesday 9th August 2023**
- **Closes: 9am Monday 14th August 2023**

Please follow these steps to log in to PTO:

1. Go to the school's web site www.kenmoreshs.eq.edu.au
2. Click the PTO link under the *Latest News* section, or *Quick links for parents* section of the website.
3. You can also use the PTO mobile app. Our school code is **kc6ru**.
4. At the PTO login screen, click the Register tab (**even if you have used PTO before**), enter your name and email address and then click "Send registration email". By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.
5. An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
6. After you have received your login details email, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.



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7. For this round of interviews, we are collecting a contact phone number. This will serve as a backup for teachers to contact you should a technical issue arise while using Microsoft Teams.
8. Enter the Student ID of the student for whom you wish to book interviews. **You can enter more than one ID if you have multiple students at the school (please do this prior to booking any interview times).** Student IDs are shown on student ID card and student report cards. If you are unable to locate the Student ID, email the school on PTO@kenmoreshs.eq.edu.au. The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings etc.
9. After you have entered your student ID(s) proceed to make bookings as instructed on the screen.

Please be assured that we do not release student or parent names, emails or phone numbers for this process.

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's student ID. Bookings are made for *individual* parents/guardians, not for couples. Couples can however log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend.
- You will only see time slots which are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots 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 print a *report* of your bookings in time order. You can log in and *change bookings* any time up to the closing date and time: **9am Monday 14th August 2023**
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please notify the school office, preferably via email at pto@kenmoreshs.eq.edu.au

We look forward to seeing you (online) for these important conversations.

Yours sincerely,



Paul Robertson
Executive Principal
Kenmore State High School