



Dear Parents,

### Parent-Teacher Interviews – March 2021

Parent-Teacher interviews will be conducted for Pre-primary to Year 6 from **Monday, 15 March, until Friday, 19 March**. Interviews will be of 15 minutes duration. Students do not attend the interview.

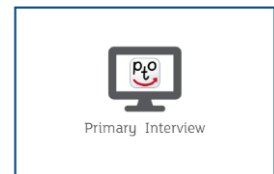
For these interviews we are using an internet-based booking system called Parent Teacher On-Line (PTO). Using this system, you will be able to book the interview times that suit you best from any internet-connected computer.

PIN numbers are obtained directly from the PTO site and information on obtaining your PIN is attached to the end of this letter.

Please access the system as follows (bookings will be open from **8.00am on Monday, 8 March**):

Go to the School's website – <https://www.bcgs.wa.edu.au/mybcgs/>

Click on the 'Primary Interview' icon and you will be directed to the PTO bookings site



Full instructions are attached as to how to obtain your PIN via email, in order to make a booking. Please note the following points:


- When you log on, the system displays only your own child/children. Parents must book **only ONE time slot** per student (ie only one parent makes the booking). The only exception is in the case of a separated family, then each parent can make a booking.
- 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 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 print a report of your bookings in time order. You can log in and change bookings any time **up to 3.00pm Friday, 12 March**.
- If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an 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 notify Administration, via email at [heather.nicholson@bcgs.wa.edu.au](mailto:heather.nicholson@bcgs.wa.edu.au) or [benjamin.duff@bcgs.wa.edu.au](mailto:benjamin.duff@bcgs.wa.edu.au) or by telephoning 9722 6100.

Yours sincerely,

Benjamin Duff  
Deputy Head of Primary

## OBTAINING YOUR PIN VIA EMAIL

### 1. Go to the log in screen and click OBTAIN PIN/PASSWORD





Bunbury Cathedral Grammar School

Log in to PTO

Surname/Login:

PIN/Password:

You can also make bookings on your phone or tablet:

Or just search your app store for *Parent Teacher Online*

When using the app, you will need to add your school using code **b5az9**

Full user guide [here](#).

Need help?


- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

You can obtain your PIN/password (or have it re-sent) by clicking 'Obtain PIN/Password' above.

### 2. Enter your email address in the box provided.



Bunbury Cathedral Grammar School

Log in to PTO

Email Address:

Need help?

- ▶ **Obtain PIN/Password**
- ▶ Login

To obtain your PIN/password or have it resent, enter your email address and click 'Send email'.

**The email address you enter must match the address in your school's records.**

If you already have your PIN/password, click Login.

- Your pin number will then be forwarded to your email address.
- **If you enter a non-matching email address to the one we currently have on our system, a message will be displayed to that effect and will ask you to contact the School.**