

Dear Parents,

Parent-Teacher Interviews – March 2022

Parent-Teacher interviews will be conducted for Pre-primary to Year 6 from **Monday, 14 March, until Friday, 18 March**. Students do not attend the interview.

As you are aware, this year we cannot conduct these interviews in person and they will therefore be run through Microsoft Teams. Parents are asked to make bookings through the PTO website as normal. Booking times will display in 20-minute timeslots. However, please note that interviews will be **15 minutes only**, with the extra 5 minutes allocated to allow teachers to exit out of one interview and then enter the next.

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

PIN numbers are obtained directly from the PTO site.

Please access the system as follows (note - bookings will be open from **9.00am on Monday, 7 March (Labour Day Public Holiday and close 9.00am Friday, 11 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 follow at the end of this letter as to:

- How to obtain your PIN via email in order to make a booking.
- How to join the meeting at your designated interview time.

Please note the following points:

- When you log on, the system displays only your own child/children. Parents can book **only ONE timeslot** 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 timeslots which are 'available' at the time you are using the system. As timeslots 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 9.00am Friday, 11 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 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 Administration, via email at heather.nicholson@bcgs.wa.edu.au or larissa.marchant@bcgs.wa.edu.au or by telephoning 9722 6100.

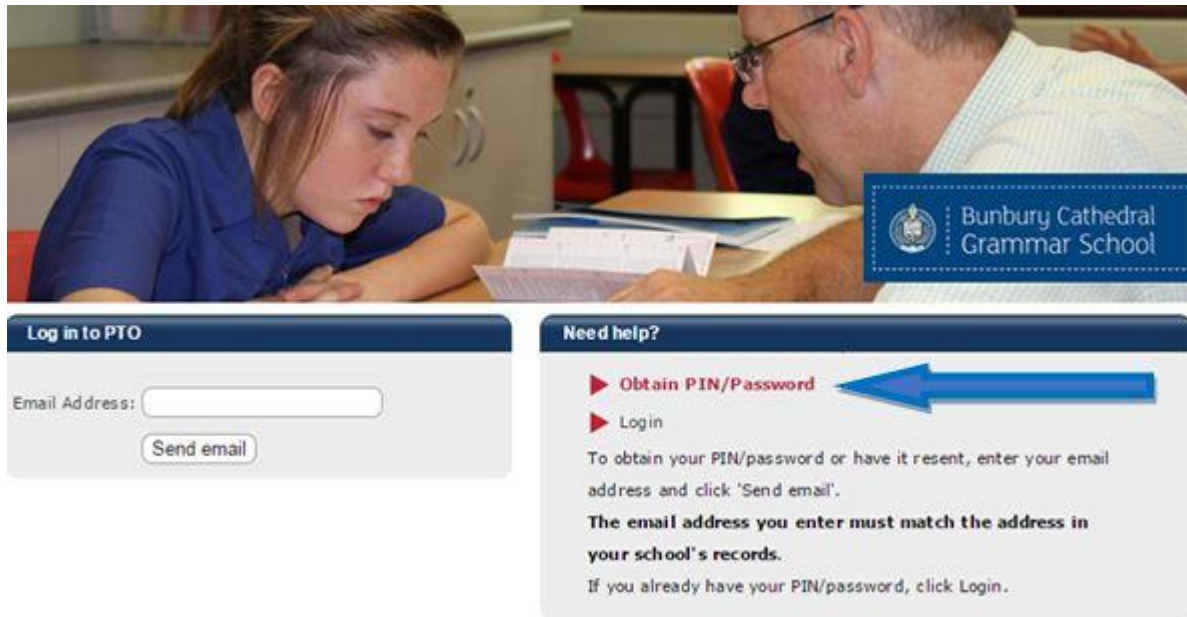
Yours sincerely,



Larissa Marchant
Deputy Head of Primary

OBTAINING YOUR PIN VIA EMAIL

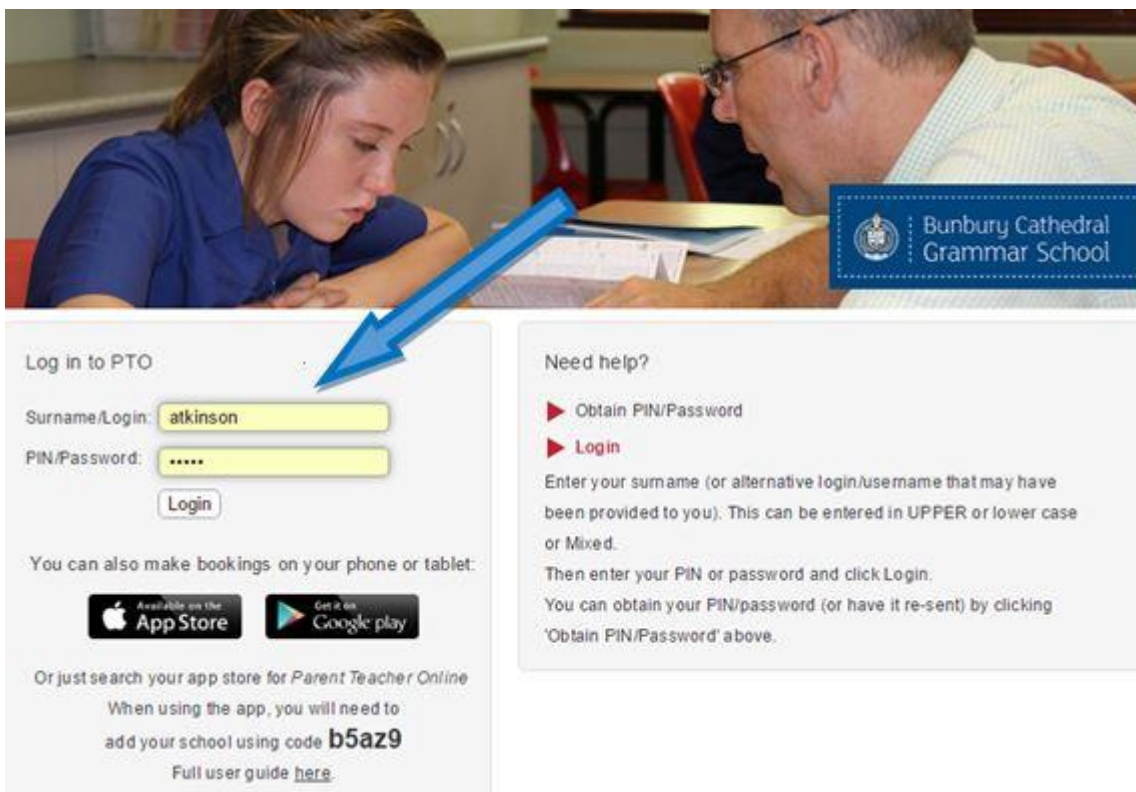
1. Go to the log-in screen and click OBTAIN PIN/PASSWORD



2. Enter your email address in the box provided and click 'send email'.

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.

3. Your pin number will be forwarded to your email address and you can use this to log-in to PTO using your surname and PIN, and then make a booking.



HOW TO ENTER TEAMS AT YOUR DESIGNATED BOOKING TIME

1. **Please ensure you are set up for Teams.** If you do not have Teams, please contact Mrs Heather Nicholson by email in the Primary Office (primary.administration@bcgs.wa.edu.au) and she will send you a username/password so you can access Teams.
2. The Teams 'lobby' will open up 15 minutes before your allotted interview, so please ensure you are ready to go, so you can start your interview promptly on time.
3. To join the meeting, log onto the PTO system (using your Surname and PIN), and then click the following on your booking page '**Click this link to join your meeting booking**'. These words will appear somewhat like the screenshot below (in blue):

Student	Class	Teacher (Location)	Mr Brendan Adams Booking(s)
BOOKED (3)			
Brent Adams	ENGLISH	Stephen Gregory (Click link to join meeting)	Mon 6/4 2:05pm (5 min)  
	GEOGRAPHY	Rachael Pulsford (Click link to join meeting)	Mon 6/4 2:10pm (5 min)  
	MATHEMATICS Stage 4	Chris Mason (Click link to join meeting)	Mon 6/4 2:20pm (5 min)  

The teacher will then be able to 'admit' you into your meeting at the allotted time.