Dear PARENT NAME

Parent-Teacher interviews will be conducted on Thursday 22 March:

- **Prep to Year 4** from **3:00 – 5:20 and 6:30 – 8:20** (10 minute duration)
- **Year 5 and 6** from **1:30 – 5:15 and 6:30 – 9:00** (15 minute duration)

**Please note the early starting time!**

*In order to book an interview, please use our internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students!*

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. If you do not have internet access, please phone the school office on 9807 8888.

Please access the system as follows:

- Go to the school’s home page [www.huntingtower.vic.edu.au](http://www.huntingtower.vic.edu.au)
- Follow the menu’s **YOUR SCHOOL** > **Parents** > **Parent Teacher Interviews**
- Enter your surname and PIN, provided on the attached slip

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. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend. Separate logins are provided for those parents who wish to see teachers separately. However, couples can log on to the system simultaneously to coordinate bookings.
- 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 until **11am on Wednesday 21 March**.
- 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 [admin@huntingtower.vic.edu.au](mailto:admin@huntingtower.vic.edu.au)
- Please note that your log-in details are only valid for this interview round. New login details are generated for each round.

Yours sincerely,

Dot Greiveson
Head of Junior School

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Place your bookings via the school website – [www.huntingtower.vic.edu.au](http://www.huntingtower.vic.edu.au)

Place bookings from **Wednesday 14 March (11:00am)** to **Wednesday 21 March (11:00am)**

**Parent Surname***: PARENT SURNAME

**Parent Pin Code****: *****

**Students**: Student Name

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* Surname/login name for login can be entered in upper, lower or mixed case.
** Please keep your PIN secure and logout when you have finished using the system!