



Early School Closure for Parent Interviews 2024

Dear Parents/Caregivers,

On **Wednesday, 27 March 2024**, our school will be holding a parent interview afternoon. The first interview is at **11:50am** and the final interview is at **3:50pm**. The purpose of these interviews is to provide parents and carers the opportunity to speak with their child's classroom teacher/s and specialist teachers for an update on how their child is progressing.

Please be prompt. Interview meeting times are in **10 minute blocks only**. If you are late, your interview time cannot be extended and you will need to arrange an alternative meeting time and day.

If parents require a longer interview, this will need to be booked for an alternate time and day. If you require an interpreter, please contact the school to let us know so we can make necessary arrangements.

Student Pick Up 11:30am

The school day will finish at 11.30am on this day. All students should be collected at this time. OSHClub can accommodate the early pick up time so please contact your OSH provider if you would like to access this support.

Where necessary, students who are unable to be collected at 11.30am will be supervised in the library by staff until the usual end of the school day at 2.30pm.

Booking Interviews

See the attached instruction sheet on how to book your interview. **Bookings will open on Monday, 11 March 2024 at 8am and close at 3pm on Monday 25 March 2024.** While these interviews are not compulsory, parents/caregivers are encouraged to take advantage of this opportunity and book an interview time with teaching staff. Appointments with Specialist Teachers are only available per family, not per student. Please only book one appointment for Specialist Teachers to discuss all of your children as slots are limited.

Parents/Caregivers have the option of a face to face interview or a phone interview. If opting for a phone interview, you may be called from a private number. Teachers will make two attempts to call at your allocated time but if you don't answer you will need to reschedule.

Appointments are available for students in **KU1A & KU1B** from 8:30am – 3:50pm. KU1A & KU1B interviews will be held in the conference room which is behind the staffroom and opposite the school office.

Each student is required to return the form below to your child's classroom teacher as soon as possible. If you have any questions, please contact us on 9232 3600.

Yours sincerely,

Paula Vardy
Deputy Principal

8 March 2024

Parent Teacher Interview Return Slip 2024

At 11:30am on Wednesday, 27 March, my child _____ in Room _____ will be:



- Collected from the classroom door
- Collected from another location in the school
- Making their own way home
- Going to OSH
- Staying at school in the library till 2:30pm

I have booked my face to face interview online

I do not need an interview

I have booked my phone interview online

Parent/Caregiver Name

Parent/Caregiver Signature

Date



Parent Teacher Interviews 2024 Online Booking System Instructions



Dear Parents/Caregivers,

Parent teacher interviews will be held in person or via telephone call for all year groups from Kindy to Year 6 between **11:50am – 3:50pm** on **Wednesday, 27 March 2024**. Interview meeting times are in **10 minute** blocks only. It will be necessary to adhere to allocated times on the day.

Booking Interview Times

We are using an online booking system called Parent Teacher On-Line (PTO). You can locate this booking site through our school website at <https://www.souththornlieps.wa.edu.au/>. Select the School Information tab and then select Teacher Interview Booking. Click on the link <https://bookings.parentteacheronline.com.au?school=axdug>. **Bookings will open on Monday, 8 March 2024 at 8am and close at 3pm on Monday, 25 March 2024**. Please leave a gap between interviews to allow for travel time from one classroom to another.

PTO Using a Computer

Go to the website <https://bookings.parentteacheronline.com.au?school=axdug>

1. Click "Obtain PIN" and enter your email address. Click 'Send Email'. Your PIN will be emailed to you.
2. Check your email.
3. Click on the link in the email <https://bookings.parentteacheronline.com.au?school=axdug>
4. Enter your login (your surname) and PIN from the email.
5. You will be asked to select your meeting preference: face to face or phone.
You will be required to enter your phone number.
6. Click "Select Time" next to the teacher you would like to speak with.
7. Click the green plus symbol to confirm your booking.

Meeting Preference *

Select meeting preference

Phone number *

Required field



PTO Using a Mobile Device

Download the PTO app from the App Store.



1. Open the app and enter our school code **axdug** (all lowercase). This code will locate South Thornlie Primary School login page within the app.
2. Enter your email address and select the red tab **Send login details**. Your login and PIN will be emailed to you.
3. Go to your email. This will have your Surname/Login: and your PIN/Password:
Your PIN will be a five digit code.
4. Return to the PTO app. This time enter your surname and PIN and select the green tab **Login**.
5. **Step 5 is the same as for the computer.**
6. Swipe **LEFT** to select the teacher you would like to book an interview time with.

Schools Login Help

South Thornlie Primary School

Surname/Login

PIN/Password

Login

OR

Use your email to obtain login details.

Serena.gosnay@education.wa.edu.au

Send login details

If you are a parent that is having difficulties logging in, please contact your school.

PTO

Specialist Teacher Interviews

Only book interviews with specialist teachers if you have concerns about your child's progress in that area. Specialist booking slots will be available for Science and PE and limited to **one per family**. If you book multiple appointments with a specialist teacher, they will be cancelled to allow other families to meet the specialist teachers. Challenge Club interviews with Mrs Liedermoy, are only available for students in Challenge Club.

You can log in and change bookings any time up to **3pm Monday, 25 March 2024**. If you encounter any problems using PTO to book your interview, please contact the school office on 9232 3600.

Yours sincerely,

Paula Vardy
Deputy Principal
8 March 2024