



## Parent Teacher Interviews – How to book an interview?

As per previous practice, Albany Creek State High School will be utilising Parent Teacher On-Line (PTO) for managing Parent/Teacher Interviews bookings.

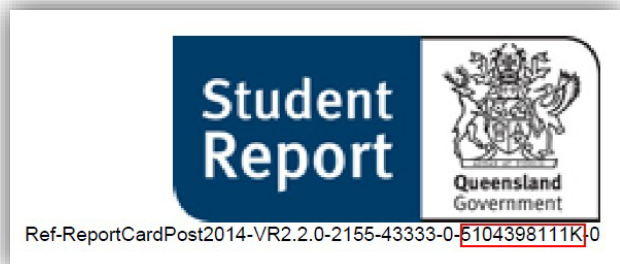
Parent/Teacher Interviews at Albany Creek State High School will be 10 minutes in duration and run from 3:30 pm to 7:30 pm.

### Important Information:

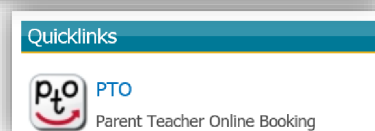
- Parent/Teacher interviews will be held 22/07/2020
- Use the link on the school website to access PTO (as per logo top right)
- PTO bookings will open 8:00 am 06/07/2020
- PTO bookings close for Parent/Teacher interviews at 5:00 pm 20/07/2020. (Bookings can be arranged or cancelled by calling the school office after this time – you are encouraged to be judicious around arranging interviews after bookings have closed).

### Before your get started:

Before booking your Parent/Teacher interviews, you will need your student's report card for their unique Education Queensland Identification Number (EQ ID). Highlighted below in the red box. Consisting of ten numbers followed by a letter.



Student Timetable - 2019 Versi		
Name of student	6123456789A	
	MONDAY	TUESDAY



### How to book your interview:

- Navigate to the school's website [www.albanycreekshs.eq.edu.au](http://www.albanycreekshs.eq.edu.au) and click the PTO icon located on the homepage. This will take you to the PTO page where you will need to click on the "Parent Teacher Booking Link".
- At the PTO login screen, click "Register for use" and enter your name and email address. Then click "Send registration".
- An email containing your login PIN will be sent to the email address you provided.
- After you have received your login details, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.
- Enter the Student ID for the student for whom you wish to book interviews.
- Then enter the student's name and proceed to the booking page. (Explanations and Diagrams are on page 3)

*Please read the supplementary information over the page for specific details pertaining to PTO and for parents who are new to the school.*

**Additional information for parent/s and caregiver/s:**

- When asked to enter your child's student ID, you may enter more than one ID if you have multiple students at the school.
- If you did not receive an email with your PIN within 5 minutes of registering, check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
- You will only see time slots that 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/carers.
- When you have made all the bookings you require, you can download or email a PDF report of your bookings in time order for printing.
- You can log in and change bookings any time up to closing date advertised by email and Facebook
- 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.

**PTO Privacy of Information details:**

- By entering your name and email you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.
- If you have any questions or concerns about security or privacy of information stored in PTO please visit the [www.parentteacheronline.com.au/privacy](http://www.parentteacheronline.com.au/privacy)

**COVID-19 Operating Guidelines for Queensland State Schools**

- Only one parent per interview
- Adhere to social distancing of at least 1.5 metres
- No students allowed for interviews (to help reduce volume of people in the one space)
- Nominated Entry and Exit points for XPAC and MPC
- Hand sanitizer available at all entry points
- Unwell staff or families are to remain home and cancel intended interviews
- Parents / Caregivers who are vulnerable or live with a vulnerable person will be offered the option of phone interviews (through consultation with the teacher)
- Teachers who are vulnerable or live with a vulnerable person will be available for phone or virtual interviews (through consultation with families) replacing face to face interviews
- All Parent Teacher Interviews will need to be pre booked. No late appointments will be allowed.

**Need any additional help?**

- If you encounter any problems using PTO please contact the school office by phone on 3325 6333.

**Other staff available at Parent/Teacher interviews:**

- The Deputy Principals and Guidance Officers will be available during the day.
- Teachers ill or on leave on the day of the interviews will be listed on a white board at S Block shelter. Feel free to ask a Deputy Principal if unsure.

## Screen explanations / diagrams:

- Make sure to **change your student's EQ ID to their actual name:**

**Step 1: Register your Student(s).**

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information used for making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID:

You can enter the student name if you wish.  
This will help you (and teachers) to see who bookings are for.  
If you don't wish to enter a name, you can leave it as shown.

First Name:

Last Name:

Class	Year
English	9
Food Studies	9
Geography	9
Health and Physical Education	9
Mathematics	9
Science	9

- Click on registered student to redo bookings and clicking on Go to Bookings to get started:

Register/change students:

Student ID:

You can enter the student name if you wish.  
This will help you (and teachers) to see who bookings are for.  
If you don't wish to enter a name, you can leave as shown.

First Name:

Last Name:

Students currently registered:

Student ID	First name	Last name	
[redacted]	[redacted]	Testing	<input type="button" value="Change"/>

- Click on this icon to email booking details to yourself

