



ST JOSEPH'S COLLEGE

HUNTERS HILL

Monday, 11 February 2019

Re – Parent Student Teacher Interviews – online bookings for 2019

Dear Parents and Carers,

At St. Joseph's College we value very highly the concept that the education of a young person is a joint responsibility carried on cooperatively by home and school. An important part of making this into a practical reality takes the form of Parent – Student – Teacher interviews.

In 2019 the schedule of Parent Student Teacher Interview Days for different year groups across the College is as follows:

- **Year 7** - will occur **on Friday 5th April 8.30am-1.00pm** for parents with sons in Year 7 [**Term 1 Week 10**]
- **Years 11 and 12 and any siblings in Years 8 to 10** - will occur on **Sunday 26th May 9am-3.30pm** for parents with sons in Year 11 and 12 and any siblings in Years 8 to 10 [**Term 2 Week 4**]
- For all other parents with sons in **Years 8 to 10** their Interview Day is scheduled for **Sunday 5th August 9am-3.30pm** [**Term 3 Week 2**].

These interviews are an invitational opportunity for you to meet with your son/s' teachers to discuss his progress, commitment and academic application. Time is provided to discuss any positive feedback regarding your son/s' effort, behaviour and results in their studies up to this point in the year, whilst also allowing for some goal-setting to take place.

I wish to advise that the College will again this year implement **an online booking system ["PTO OnLine"]** to arrange Parent Student Teacher interviews. This booking service will be accessible through a link that will appear on the College website and allow interview appointments to be booked during an advertised period of time.

I also write to advise that this year, as in past years, all future correspondence regarding notifications about interview bookings and all matters pertaining to the Parent Student Teacher Interview Days will be made via email. All parents and carers are asked to ensure their email contact details with the College are correct and operational.

The procedure to request and book interview times with teachers using the online service will be:

- Approximately 5 weeks prior to each Interview Day those parents involved will be sent another email from the College. That email will contain a direct link to the PTO booking facility, as well as detailed instructions on how to obtain and use your PIN [one individual PIN per family]. This link will also be available on the College website under the 'Joey's Online' tab.
- The PTO link will be opened and operational for approximately 4 weeks leading up to each PST Interview Day. During this time parents and carers will be able to log in using their

surname and PIN and request interviews with the list of their son's teachers which will appear on the screen.

- Parents and carers from the country and overseas will be given earlier access than city parents to book appointments in light of their isolation and distance from Sydney, and their need to travel long distances home at the end of their interviews.
- Parents and carers will have the opportunity to request interviews that will be scheduled automatically from the earliest time available for their son/s' teachers, or request interviews from a particular starting time during the day.
- Interview appointment times will be allocated by PTO in the order in which requests are made online.
- Due to the large number of students involved in each interview day and the high demand for interview time slots, the College can only provide one set of interviews per family – **separate interviews for individual parents of a student are not possible**. It is also important for parents and carers to note these dates for attendance and **not to request interviews on alternate dates which are designated for other students**.
- **The PTO link will close on the Monday prior to the Interview Day, after which time no further bookings will be possible.**
- Parents and carers are reminded to print out their interview times once they are all made and to bring that schedule along on the day of the interviews. You may also enter your interview times directly into your electronic calendar.

Throughout the time that the PTO link is open prior to each Interview Day a Support Desk to assist with any problems encountered during this booking process will operate at the College. Please call Mrs Bernadette Clark on (02) 9816 0816 for assistance.

Whilst parents are welcome to make appointments with any of their son/s' teachers, they should not feel obliged to see every single teacher. This decision is one you as parents should make in consultation with your son/s.

Parents and Carers are reminded that the **PTO Online booking service** is available via use of the link on the College website and that **PTO Online** has no connection or attachment to the Joeys Parental Portal.

Please do not hesitate to contact Mrs Bernadette Clark on (02) 98160816 or myself (02) 9816 0888 if you have any queries or questions about the Parent-Student-Teacher Interviews.

Since the College introduced the online system of booking interview times it has proved to make bookings easy and convenient for all families concerned on each occasion. I trust this service will serve the purpose just as well again this year. With your cooperation and assistance I am sure these Interview Days will again provide a very valuable and worthwhile opportunity to discuss your son/s' progress and performance with his teachers.

With best wishes,
Mr Mark Williams
Dean of Studies