



ST JOSEPH'S COLLEGE

HUNTERS HILL

Tuesday 23rd June, 2020

Dear Parents and Carers of Year 8 to 10 students,

Re: Year 8 to 10 Parent-Student-Teacher ZOOM Video Conference Interviews –

All conducted via ZOOM conference meeting arrangements – Sun 2nd Aug 2020

No on-site face to face interviews will occur on this day.

Parent-Student-Teacher interviews will be conducted for any students in Years 8, 9 and 10 [who do not have a brother in Years 11 and 12] from **9.00am to 3.30pm on Sunday, 2nd Aug**. These interviews are for those students who have not attended interviews already this year.

For these interviews we will again use an internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book from any internet-connected computer a 6 minute interview time with each of your son's teachers that suits you best.

All Parents and Carers with sons in Years 8 to 10 [without brothers in Years 11 and 12] will be able to access this system and book interview times as from **7am on Monday 6th July until midnight Monday 27th July**.

In order to access the online booking facility of PTO please use the link provided:

<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=dn7rp>

1. On the home screen of this booking facility you will see on the right side you will see 'Obtain PIN/Password' [see graphic 1 on page 4]
2. This link will ask you for your email address which is the same one recorded with the College. After entering your email address select 'Send email' which will result in an automatic email being sent to your email address. Contained within that email will be your Surname and PIN which are required for logging into the booking facility.
3. Within this automatic return email, located immediately below your Surname and PIN, you will see a direct link you may choose to use that will take you directly into the booking facility without having to use your Surname or PIN. **It is strongly suggested you make use of this direct link.**
4. If you do choose to return to the home screen please select 'Login' under the Need Help banner. This selection will then ask for your Surname and PIN . Once you enter this information you will be able to access the interview booking page. You could either follow this step if you choose to return to the booking page at a later date, or simply follow steps 1 to 3 above again.
5. The link provided above will also be available on the College web site using the 'Joeys Online' tab.

Please note the following points:

- When you login, the system will display only your son's teachers. As each family is only provided with one PIN, bookings are made for a family and not individual parents/guardians.
- Parents and Carers of Year 9 students are reminded that their sons study History or Geography for 2 terms then swap to the alternate subject for Terms 3 and 4. These subjects are semesterised. This means the teacher those boys had in Terms 1 and 2 no longer teaches those boys as they have started the alternate subject for Terms 3 and 4. Please keep this in mind when choosing who you wish to book an interview with on the day.
- 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, please print and store a *report* of your bookings in time order in readiness for the actual day. You can login and change bookings any time **up to midnight Monday 27th July. After this closing date no further access to book or change interviews will be possible but the printing of any list of final interviews booked is still possible.**
- 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.
- In the week prior to this interview day please ensure you have downloaded the latest version of ZOOM to your home computer and that you are familiar with how to use this software including the video and audio settings.
- **On the actual interview day please open ZOOM, then log in to PTO to use the link next to each teacher on your list of booked interviews.** These links will take you to the 'waiting room' in ZOOM. Teachers will then 'admit' you to their interview meeting at the set time. At the conclusion of each meeting please 'leave' that meeting and use the next link for your next interview meeting.
- For country boys who cannot be at home with their parents to participate in these ZOOM interviews special arrangements will be made so those boys may be invited to join each interview meeting. On this day the Resources Centre will be open to provide a quiet location where these boys can participate. More information regarding this process will be forthcoming to country families.
- If you encounter any problems using PTO, or if you do not have access to the internet please contact Mrs Bernadette Clark [(02) 9816 0816 or bclark@joeys.org] in the Teaching and Learning Office at the College for assistance.

In the event of timeslots not being available with a particular teacher on the day, we would invite you to do the following:

1. Determine some suitable days and times for a telephone interview(s).
2. Phone Mrs Clark at the College on (02) 9816 0816

3. Inform Mrs Clark of your most suitable days and times, the teacher(s) you would like to meet with, and your contact details.
4. Once these additional interviews have been arranged you will be informed of the interview times that have been organised for you.

Please contact Mrs Clark on (02) 98160816 or myself [Mr Mark Williams - Dean of Studies] on (02) 98160888 if you have any queries or questions about the Parent / Student / Teacher Interviews.

I am sure the system will be of benefit to the students, parents and the staff.

We look forward to your participation in this important College function.

Yours sincerely,

Mr Mark Williams

Dean of Studies

Graphic 1:

Step 1 – Select 'Obtain PIN/Password'

