



Department of Education  
Government of Western Australia

# Jandakot Primary School

**Independent Public School**

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Email: [Jandakot.ps@education.wa.edu.au](mailto:Jandakot.ps@education.wa.edu.au) Website: [www.jandakotps.wa.edu.au](http://www.jandakotps.wa.edu.au)

## **Parent-Teacher Interviews – Wednesday 27 March 2019**

Dear Parents,


Parent-Teacher interviews will be held for years **K-6** from 12.30pm to 5.00pm on Wednesday 27 March 2019. Interviews will be 15 minutes in duration.

We use the internet-based booking system *Parent Teacher On-Line (PTO)*, which allows parents to book the interview times that suit them best from any internet-connected computer. There is also a PTO app that can be downloaded to your iPad or mobile phone.

Please access the PTO system as follows:

- Go to the school's website, [www.jandakotps.wa.edu.au](http://www.jandakotps.wa.edu.au).
- Click on the Special Events icon.
- Click the PTO icon as shown here: 
- Enter your surname and PIN - **printed on the reverse of this letter**.

Full instructions are provided to you after log in. Please note the following points:

- When you log in, the system displays only your own child/children. Bookings are made for *individual* parents/guardians, not for couples. Couples can however log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- 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/guardians.
- When you have made all the bookings you require, you can download or email a report of your bookings for printing. You can log in and *change bookings* any time until **8.00am on Monday 25 March**.
- If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an interview.
- 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.
- If you encounter any problems using PTO, or do not have access to the internet, please contact the school office by phone 9417 4097 (between 8.00am and 4.00pm) or by email to [Jandakot.ps@education.wa.edu.au](mailto:Jandakot.ps@education.wa.edu.au).

Any feedback you may wish to provide on the PTO booking system will be most welcome.

Yours sincerely,

Chris Warren  
**PRINCIPAL**  
11 March 2019