11th June 2021

Dear Parents/Guardians,

3-Way Conferences for Senior School (Years 7 - 12) students will be held on Friday 25th June from 8:00am – 4:00pm. Interviews will be for the subjects and courses that your child is studying for the full year. There will be NO CLASSES on Friday.

Interviews will be for 10 minutes and will be held downstairs in the Senior School Building, and in the T & E Building.

For these interviews we are using an internet-based booking system called Parent Teacher On-Line (PTO).

Using this system you will be able to book the interview times that suit you best from any internet-connected computer.

Please access the system as follows:

- Go to the school's home page: https://www.tranby.wa.edu.au/view/college-news
- Click the PTO icon.
- Click "Obtain PIN/Password" and enter your email address. Your PIN will be emailed to you.
- **Bookings for Interviews will be available from 6:00pm on Thursday 17th June**.

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

- When you log on, the system displays only your own child/children. Bookings are made for *individual* parents/guardians, not for couples. 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 in time order for printing.
- 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 please contact the College by phone on 9523 3114 or by email robertsl@tranby.wa.edu.au.

We hope you take full advantage of this opportunity to discuss your child's progress.

Yours sincerely

Mr Anthony Britza
Dean of Senior School

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