



Dear Parents and Guardians,

# ST THOMAS' PRIMARY SCHOOL

*Educating the whole child*

## RE: Online Parent/Teacher Interviews Term Three 2022

St Thomas' Primary School will be holding online parent/teacher interviews in Week Ten of Term Three, from 8:00am to 4:30pm on the following dates:

**Wednesday 21 September** – Kindergarten, Year 1, 5 & 6

**Thursday 22 September** – Pre-primary, Year 2, 3 & 4

Interviews will be of 10 minutes duration. Parents are requested to book a time through the Parent Teacher Online (PTO) booking site. This site will be live and available for booking on **Friday 9 September at 9am**. Instructions on how to book a timeslot are located below. As with Term One, all interviews will utilise Microsoft Teams video calls. No downloads are required. Please do not attend the school.

### HOW TO BOOK:







#### Please access the system as follows:

- Please visit: <https://bookings.parentteacheronline.com.au/?school=tkanz>
- Click "Obtain PIN/Password" and enter your email address.
- Your PIN will be emailed to you.
- Full instructions are provided to you after log in.
- If you experience problems please email [heath.nankivell@cewa.edu.au](mailto:heath.nankivell@cewa.edu.au) for assistance.
- You can log in and change bookings any time **until 9am the day before the interview**.



#### Please note:

- When you log on, the system displays only your child/children.
- 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.
- When you have made all the bookings you require, you can download or email a report of your bookings in time order for printing.
- At the time of your scheduled interview, please log in to PTO, and click on the meeting link as shown in the example image below, which will take you to a Teams meeting, where you will wait in a 'Lobby' (a virtual waiting room) until invited in by the teacher.

Student	Class	Teacher (Location)	Mr Brendan Adams Booking(s)
BOOKED TO:			
Brent Adams	ENGLISH	Stephen Gregory (Click link to join meeting)	Mon 6/4 2:05pm (5 min)  
	GEOGRAPHY	Rachael Pulsford (Click link to join meeting)	Mon 6/4 2:10pm (5 min)  
	MATHEMATICS Stage 4	Chris Mason (Click link to join meeting)	Mon 6/4 2:20pm (5 min)  

Kind regards,

Mr Heath Nankivell  
Assistant Principal

Excellence | Inclusivity | Truth | Compassion | Community

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