



CENTENARY STATE HIGH SCHOOL
PARENT TEACHER
BOOKINGS



How to Guide for Parents/Carers

Term 3 2022

ONLINE ACCESS AVAILABLE FROM

Wednesday 3rd August 9.00am until Monday 15th August 11.55pm, 2022

Parent Teacher Night – Thursday 18th August, 3.30pm until 7.30pm

Welcome to our Parent-Teacher Interviews

Centenary SHS is conducting the Parent-Teacher Interview Night on:

Thursday 18^h August from 3.30pm until 7.30pm

For these interviews we are utilising an internet-based booking system called Parent Teacher On-Line (PTO). It will save time for Parents/Carers, staff and students. Using this system, you will be able to book the interview times that suit you best from any internet-connected device.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from Parents/Carers.

Consent must be obtained for each parent's own information and their students' information to be stored and used in PTO for parent-teacher interview bookings. PTO allows this consent to be obtained as a part of the login process.

If you have any questions or concerns about security or privacy of information stored in PTO please visit the www.ptonline.net.au/privacy

How to Log-in to PTO

Please access the system via either of the following methods:

1. Simply click on this link and follow the directions

<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=12991>

or

2. Go to the school's home page <http://centenaryshs.eq.edu.au/>

Find the Support and Resources tab at the top of the page and then click on Parent resources. On this page, you will find a link to the Parent Teacher Interviews on the right-hand side.

The screenshot shows the Centenary State High School website. The top navigation bar includes 'Home', 'Site Map', and 'Contact us'. A search bar is present with the text 'Enter a search term'. The main navigation menu includes 'Our school', 'Enrolments', 'Curriculum', 'Co-curricular', 'Facilities', 'Calendar and news', 'Our community', 'Support and resources', and 'International'. The 'Support and resources' menu item is circled in red. Below the navigation, the breadcrumb trail reads 'Home / Support and resources / Parent resources'. The 'Parent resources' page title is circled in red. The page content includes a list of 'Support and resources' with 'Parent resources' highlighted in yellow. A 'Related links' section is also circled in red, containing links to 'Parent teacher interviews' and 'PTO Instruction Manual 2022'.

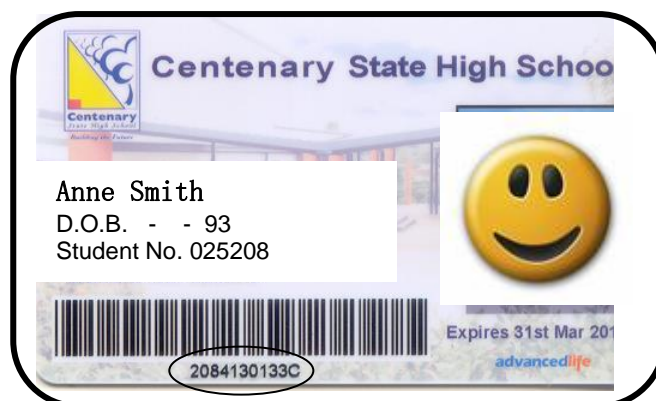
REGISTER FOR USE

Click “Register for use” and enter the security code **CENT01** (CENT in capitals and then the numbers 01), your name and email address, then click “Send Registration”. By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.



CENT01

- An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
- If you don't have an email address, contact the school between 8.00am and 3.00pm during the week beginning Monday 15th August by phoning 3373 4555 so that we can enter your details for you.
- After you have received an email with your login details, click “Login” on the PTO login screen and enter your surname and PIN as shown in the email.
- Enter the 11-Digit Centenary SHS Student EQ ID of the student (s) for whom you wish to book interviews. You can enter more than one EQ ID if you have multiple students at the school. The student EQ IDs for each student are recorded on the student ID card:




- The student's ID card ↗

The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings etc.

Centenary SHS requires that you then enter the first and last name of the students for the IDs entered.

By doing so you are consenting to the student(s)' name(s) being stored and used in PTO for interview bookings. By entering the names, it will help teachers to know who they are seeing/ discussing for each interview. If the student name is not provided, the student will appear as a number (e.g. Student ID 123456) on both the parent and teacher screens/reports.

- After you have entered your student ID(s) and name(s), proceed to make bookings as instructed on the screen.
- 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/carers.
- When you have made all the bookings you require, you can print a *report* of your bookings in time order.
- If you see this symbol  displayed along side the class name, it means this teacher recommends that you book an interview.
- Other Parents/Carers 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.

Where do I go for the Parent-Teacher Interviews?

A map of the school grounds with the location of the Parent-Teacher Interviews is available on-line at PTO.

A copy of the map is also attached.

Parent/Teacher/Student Interviews Map

Interviews will be held in the Sports and Recreation Centre (SRC) on

Thursday 18th August 2022 from 3.30pm until 7.30pm

The location of the Sports and Recreation Centre (SRC) is indicated by an 'X' below.



Interview Dates and Times

Parent-Teacher interviews will be conducted for Years 7 to 12 on the following day:

Thursday 18th August 2022 from 3.30pm until 7.30pm

To ensure fairness for all parents/carers to gain access to all of our teachers, each family will be allocated 1 x 10 minute interview per student per teacher.

When Can I Make My Bookings

PTO bookings will be activated for parents/carers use on Wednesday 3rd August at 9.00am.

Online bookings for parents/carers will be closed at 11.55pm on Monday 15th August.

Parents/Carers Without Computer Access

If you don't have access to a computer, please telephone the school office on 3373 4555 between 8.00am and 3.00pm during the week beginning Monday 15th August and ask for assistance to book an interview time.

Difficulties Utilising the PTO System

If you encounter any problems using PTO, please notify the school office on 3373 4555 or you can email admin@centenaryshs.eq.edu.au

REMINDER: What do I Need?

- You must enter the school's security code before you can register.
- You will need to have the 11-digit Centenary SHS Student EQ ID number(s) of your student(s).
- Access is only when PTO parent access is open.
- You will need your pin/password as sent via email.