

CENTENARY STATE HIGH SCHOOL

SET PLAN INTERVIEWS



How to Guide for Parents/Carers Term 3, 2025 ONLINE ACCESS AVAILABLE FROM:

9:00am Wednesday August 20th, 2025 – 11:59pm Monday August 25th, 2025 SET Plan Interviews – Thursday August 28th, 2025 and Friday August 29th, 2025



Welcome to our SET Plan Interviews

Centenary SHS is conducting SET Plan Interviews on:

Thursday August 28th, 2025 (7:30am – 6:00pm)

Friday August 29th, 2025 (7:30am – 4:00pm)

For these interviews we are utilising an internet-based booking system called Booked, formerly named Parent Teacher Online (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 computer.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent/carer and student names into Booked (PTO) without first obtaining individual consent from parents/carers.

Consent must be obtained for each parent/carer's own information and their students' information to be stored and used in Booked (PTO) for interview bookings. Booked 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 Booked (PTO), please visit: https://educonnex.education/privacy-policy/.

How to login to Booked

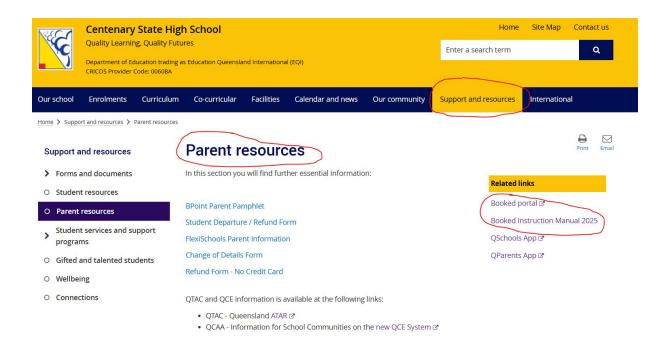
Please access the system via either of the following methods:

Simply click on this link and follow the directions
 https://bookings.parentteacheronline.com.au/Logon2.aspx?school=12991

or

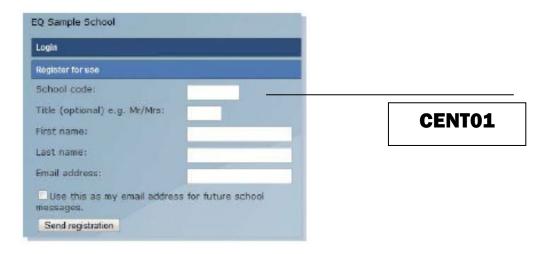
2. Go to the school's home page http://centenaryshs.eq.edu.au/

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 Booked portal on the right-hand side.



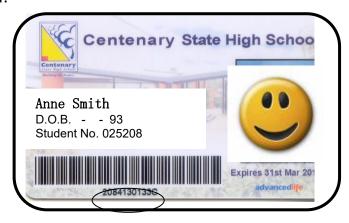
Register for use

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 Booked and being used for the purpose of interview bookings.



- 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 (on weekdays) between 9:00am and 3:00pm Wednesday August 20th, 2025 Monday August 25th, 2025 by phoning (07) 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 Booked 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.

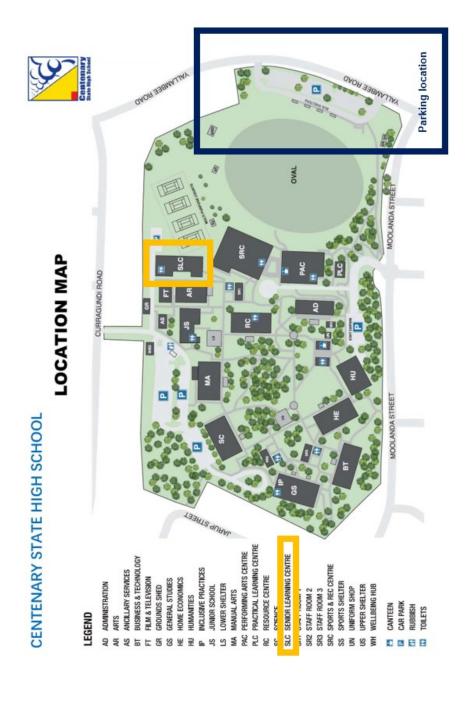
Centenary SHS requires that you then enter the first and last name of the students for the IDs entered.

By doing so you are consenting to the student(s)' name(s) being stored and used in Booked 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 your booking as instructed on the screen.
- You will only see time slots which are available at the time you are using the system. Booked prevents double-booking of teachers or parents/carers.
- 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/carer 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 SET Plan Interviews?

A map of the school grounds with the location of the SET Plan Interviews is attached to the original email sent by Centenary SHS and below. SET Plan Interviews will be held in our Senior Learning Centre (SLC) on the bottom level.



Interview dates and times

SET Plan Interviews will be conducted:

Thursday August 28th, 2025 (7:30am – 6:00pm) Friday August 29th, 2025 (7:30am – 4:00pm)

To ensure fairness for all parents/carers to gain access to all of our teachers, each family will be allocated 1 x 30-minute interview per student per teacher.

When can I make bookings?

Booked bookings will be activated for parent/carer use: 9:00am Wednesday August 20th, 2025.

Online bookings for parents/carers will close: 11:59pm Monday August 25th, 2025.

Parents/carers without email access

If you don't have an email address, contact the school (on weekdays) between 9:00am and 3:00pm Wednesday August 20th, 2025 – Monday August 25th, 2025 by phoning (07) 3373 4555 so that we can enter your details for you.

Difficulties utilising the Booked system

If you encounter any problems using Booked, please notify the school office on (07) 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 Booked parent/carer access is open.
You will need your pin/password as sent via email.