



# **CENTENARY STATE HIGH SCHOOL**

# **PARENT TEACHER**

# **INTERVIEWS**



## **How to Guide for Parents/Carers**

## **Term 3, 2025**

**ONLINE ACCESS AVAILABLE FROM:**

**5:00pm Monday August 4<sup>th</sup>, 2025 – 11:59pm Monday August 11<sup>th</sup>, 2025**

**Parent Teacher Interviews – Thursday August 14<sup>th</sup>, 2025 (3:30pm – 7:30pm)**

# **Welcome to our Parent Teacher Interviews**

**Centenary SHS is conducting Parent Teacher Interviews on:**

**Thursday August 14<sup>th</sup>, 2025 (3:30pm – 7:30pm)**

For these interviews we are utilising an internet-based booking system called Booked, formerly named 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 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 parent-teacher 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, please visit: <https://educonnex.education/privacy-policy/>.

## **How to login to Booked**

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 Booked portal on the right-hand side.

**Centenary State High School**  
Quality Learning, Quality Futures

Department of Education trading as Education Queensland International (EQI)  
CRICOS Provider Code: 00608A

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Enter a search term

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**Support and resources**

- > Forms and documents
- Student resources
- Parent resources**
- > Student services and support programs
- Gifted and talented students
- Wellbeing
- Connections

**Parent resources**

In this section you will find further essential information:

- [BPoint Parent Pamphlet](#)
- [Student Departure / Refund Form](#)
- [FlexiSchools Parent Information](#)
- [Change of Details Form](#)
- [Refund Form - No Credit Card](#)

QTAC and QCE information is available at the following links:

- [QTAC - Queensland ATAR](#)
- [QCAA - Information for School Communities on the new QCE System](#)

**Related links**

- [Booked portal](#)
- [Booked Instruction Manual 2025](#)
- [QSchools App](#)
- [QParents App](#)

Print Email

## 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.

EQ Sample School

Login

Register for use

School code:

Title (optional) e.g. Mr/Mrs:

First name:

Last name:

Email address:

☐ Use this as my email address for future school messages.

Send registration

**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 Tuesday August 5<sup>th</sup>, 2025 – Monday August 11<sup>th</sup>, 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.

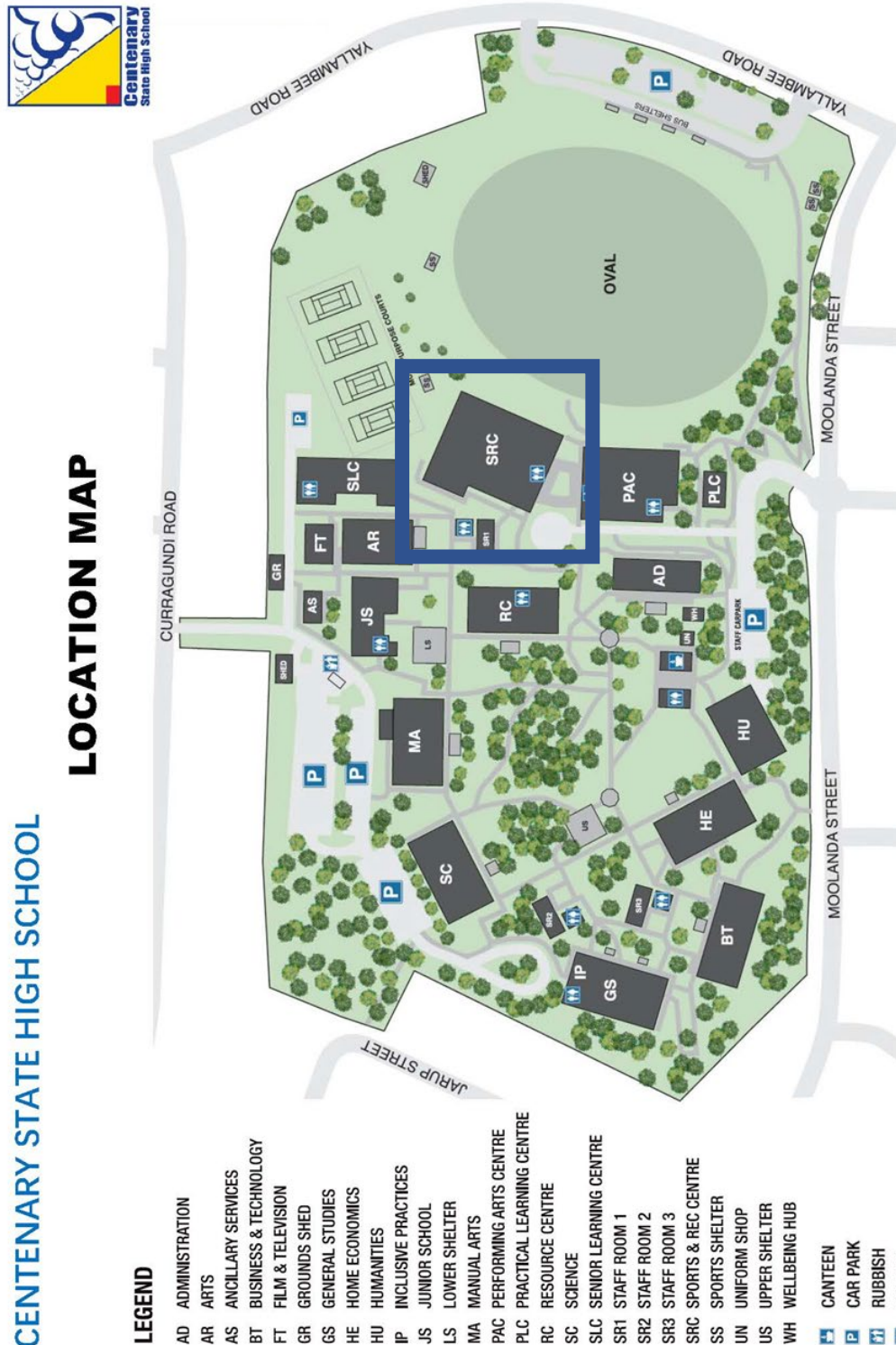
***Centenary SHS requires that you then enter the first and last name of the students for the IDs entered.***

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 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. Booked 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/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 the Parent Teacher Interviews?

A map of the school grounds with the location of the Parent Teacher Interviews is available online at Booked, attached to the original email sent by Centenary SHS and below. Parent Teacher Interviews will be held in our Sports and Recreation Centre (SRC).





## **Interview dates and times**

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

**Thursday August 14<sup>th</sup>, 2025 (3:30pm – 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 bookings?**

Booked bookings will be activated for parent/carer use: 5:00pm Monday August 4<sup>th</sup>, 2025.

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

## **Parents/carers without email access**

If you don't have an email address, contact the school between 8:00am and 3:00pm Tuesday August 5<sup>th</sup>, 2025 – Monday August 11<sup>th</sup>, 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](mailto: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.