Dear Parents,

Welcome to the first round of Parent Teacher Interviews for 2015. The interviews will be conducted on Wednesday 11 March, Monday 16 March and Thursday 19 March for all students. The purpose of this first round of interviews is to meet and greet your child’s teachers, share any early concerns and discuss goal setting for the year. The PTO system will be available for you to book interviews on Monday 2 March from 2pm. You will not be able to access the system before this date and time.

<table>
<thead>
<tr>
<th>Date</th>
<th>Primary &amp; Middle School</th>
<th>Senior School</th>
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</thead>
<tbody>
<tr>
<td>Wed 11 March</td>
<td>3:45-6pm</td>
<td>n/a</td>
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<tr>
<td>Mon 16 March</td>
<td>3:45-6pm</td>
<td>3:45-9pm (break from 6-7pm)</td>
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<tr>
<td>Thurs 19 March</td>
<td>3:45-9pm (break from 6-7pm)</td>
<td>3:45-9pm (break from 6-7pm)</td>
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If you are unable to make any of the above times for any reason, please notify Corrie Irons on cirons@mecs.vic.edu.au before the interviews, or make contact with your child’s individual teachers via the PTO system and request to be contacted to arrange another time.

This letter outlines how to book your interview time online. Please read it carefully, even though you may have accessed PTO successfully in the past. You will find specific section booking instructions below. If you do not have internet access at home or elsewhere, please contact the office and the staff will book these for you.

**NEW FORMAT:** Middle School and Senior School interview structures have changed for this round of meetings. Please read the section instructions below carefully. All sections will have a tea & coffee room available for parents on the evenings which run through to 9pm. It is still essential that SS students attend the interviews with their parent/s and we highly recommend Year 9 students attend interviews also.

Primary School Meetings (Prep to Year 6) are of 15 minutes duration, and are compulsory for all parents.

Parents of students who have PSG’s do not need to book an appointment through PTO.

**TEA AND COFFEE available on Thursday 19th March in the Pump Room.**

Middle School Meetings (Year 7 to Year 9) ALL INTERVIEWS FOR MS STUDENTS will be held in the Year 9 Open Village rooms: Room 9 & Room 10A and will be of 7 or 8 minutes duration.

It is compulsory for parents to book interviews with their child’s Cultural Studies (CS – Year 7/8) or Open Village (OV – Year 9) teacher and we strongly encourage parents to meet with as many of their child’s teachers as possible. If you see this symbol displayed alongside the class name, it means this teacher wishes to speak with you about a specific concern he/she has regarding your child. You will NOT see an exclamation mark next to your child’s CS/OV teacher as it is expected that all parents make a booking for this subject.

**Parents of students who have PSG’s do not need to book an appointment through PTO.**

**TEA AND COFFEE available on Thursday 19th March in Room 8.**

Senior School Meetings (Year 10 – Year 12) ALL SS meetings will be held in the MECS Library. Meetings will be subject based and will be of 7-8 minutes in duration. We will be trialling a new format for Senior School appointments this term which is similar to the Middle School format. It is expected that you meet with all of your child’s teachers. Please note these will be the last round of formal parent teacher meetings for Year 12 students. If you see this symbol displayed alongside the class name, it means this teacher wishes to speak with you about a specific concern he/she has regarding your child.

**TEA AND COFFEE available on Monday 16 & Thursday 19 March in the Library Classroom.**
To access the system:

- Go to the school’s home page www.mecs.vic.edu.au.
- Go to the ‘Updates’ section on the front page of the website and click the link for Parent Teacher Interviews (or go to ‘Quick Links’ at the bottom of the page and follow the ‘Parent Teacher Interviews’ link)
- Enter your surname and PIN provided to you via email or letter.
- Full instructions are provided to you after log in.

Please note the following points:

- 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. You can log in and change bookings any time up to 3pm on the day BEFORE your interviews. If you urgently need to change a booking after this time please contact the school office. If the Senior School office is unattended for help with Senior School bookings, please ring the main office.
- 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.

Please note that if an interview is not booked for your child, the office will contact you to make an appropriate time for you to attend an interview with your child’s class teacher.

I hope that you find PTO simple and effective use, but if you encounter any problems, please contact the school office by phone on 9738 6000, or by email to office@mecs.vic.edu.au.

Corrie Irons
Admin Support
22 February 2015