Parent-Teacher Meetings & Parent Teacher Online (PTO) March 2016

The PTO system will be available for you to book meetings on Monday 7 March from 2pm. You will not be able to access the system before this time. Your login ID and PIN are new for each round of meetings. There have been multiple changes for this round of PT Meetings. Please read the following notice carefully.

Dear Parents,

Welcome to the first round of Parent Teacher Meetings for 2016. The meetings will be conducted on Tuesday 15 March, Thursday 17 March and Monday 21 March for all students in Years 1-12. The purpose of this first round of meetings is to meet and greet your child’s teachers, share any early concerns and discuss goal setting for the year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Primary (Year 1-6)</th>
<th>Secondary</th>
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<tbody>
<tr>
<td>Tues 15 March:</td>
<td>3:45-6:00pm</td>
<td>4:00-5:00pm</td>
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<tr>
<td>Thurs 17 March:</td>
<td>3:45-6:00pm</td>
<td>4:00-9:00pm (break from 6-7pm)</td>
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<tr>
<td>Mon 21 March:</td>
<td>3:45-9:00pm (break from 6-7pm)</td>
<td>4:00-9:00pm (break from 6-7pm)</td>
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If you are unable to make any of the above times, please notify Corrie Irons on cirons@mecs.vic.edu.au before March 14, 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 meeting 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.

**IMPORTANT NOTES:**
- We are trialling a change in meeting locations for all PT appointments. Please read the applicable section notes carefully below.
- Primary Specialist teachers will be available for this round of meetings. Please read below for more details.
- ALL sections will have a tea & coffee room available for parents on the evenings which run through to 9pm.

**Primary School Meetings (Year 1 to Year 6)**
- 15 minutes duration
- Compulsory for all parents
- There are NO Foundation PT Meetings for Term 1
- **NEW LOCATIONS** - the Primary meetings will now occur in one of the classrooms in each section:
  - All JP meetings will be in Mrs Smith’s room (Room 27)
  - All MP meetings will be in Mrs Brooke’s room (Room 4)
  - All SP meetings will be in Mrs Dykstra’s room (Room 19b)
- Parents of students who have SSGs (Student Support Groups, previously known as PSGs) should also utilise PTO for booking their appointments. Please log in to PTO to view the additional time slots available for these meetings, to be held in the Conference Room in the Main office.
- Mr Jason Brown (PE), Mr Scott Mealy (Music), Mrs Rachel Jaraba (Indonesian) and Mrs Di Emery (Assistant Principal, Primary) will be available for informal chats in the Pump Room on Monday 21 March. You do not need to book these appointments in PTO. Please feel free to come in and introduce yourself and get to know our specialist teachers.
- Tea and coffee available on Monday 21 March in the Pump Room.
ALL Secondary Meetings (Year 7-12)

- **NEW LOCATION** - All Secondary meetings will be held in the MECS Gym and will be of 7 or 8 minutes duration (Please allocate sufficient time to walk to/from the Gym if you have Primary appointments also.)
- Tea and coffee available on Thursday 17 March and Monday 21 March in the Gym.
- Note: Mrs Ella Livett will be available for all appointments and would love the opportunity to meet parents. Please keep in mind that Ella has been on personal leave for a portion of this term and will have had her classes for approximately 2 weeks in total.

Middle School:
- It is compulsory for parents to book meetings 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.
- We highly recommend Year 9 students attend interviews with their parent/s.
- Parents of students who have SSGs (Student Support Groups, previously known as PSGs) should also utilise PTO for booking their appointments. These meetings will be of 30 minutes duration. Middle School SSGs will be held in the Gym with Jo Miller and Ileana Noble. These meetings are in addition to Parent Teacher Meetings.

Senior School:
- It is expected that you meet with all of your child’s teachers. 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.
- It is essential that SS students attend the interviews with their parent/s.
- For parents of SS students who require SSGs (Student Support Groups), you will NOT need to book through PTO. Connie Dekter will coordinate this with you. For parents of students receiving education support but do not require an SSG, you will have the opportunity to book a 15 minute meeting with Connie via PTO.
- Mrs Amelia Koole, Year 10 Coordinator and Careers Advisor, will be available in the Gym on Thursday 17 March for unscheduled conversations if parents are interested.

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 Meetings (or go to ‘Quick Links’ at the bottom of the page and follow the ‘Parent Teacher Meetings’ link) This will not appear until the day bookings are open to parents.
- 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 by parents, 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 meetings. 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 a meeting is not booked for your child, the office will contact you to make an appropriate time for you to attend a meeting 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