

## Parent-Teacher Meetings & Parent Teacher Online (PTO) September 2017

The PTO system is available for you to book meetings IMMEDIATELY.

Before saving your booking, please double check that the dates and times of your meetings are as you intended.

Your login ID and PIN are new for each round of meetings.

**Login:**

**Password:**

Dear Parents,

Welcome to the second round of Parent Teacher Meetings for 2017. These meetings are for all students in Foundation to Year 11. There will be NO interviews for Unit 3/4 subjects. The meetings will be conducted on **the dates indicated in the table below.**

Date	Primary (Years F-6)	Secondary (7-11)
Mon 11 September:	N/A	4:00-9:00pm (break from 6-7pm)
Thurs 14 September	3:45-9:00pm (break from 6-7pm)	4:00-9:00pm (break from 6-7pm)
Tues 19 September	3:45-7:00pm (break from 5:30-6pm)	N/A

If you are unable to make any of the above times, please notify Corrie Irons on [cirons@mecs.vic.edu.au](mailto:cirons@mecs.vic.edu.au) before September 11, 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 FOR THIS ROUND OF MEETINGS:**

- Student Support Groups (SSGs) will be occurring throughout Term 3. Parents who have received an invitation to book through PTO will have their Primary SSG appointments on **Monday 4 September, Tuesday 12 September, Monday 18 September or Tuesday 19 September (for Primary SSGs)**. Please arrive at the Main Office prior to your appointment time and a teacher will meet you there. (Secondary appointments will occur during regular Parent Teacher Meeting times in the Gym.)
- **Note:** If you would like an appointment with **Olivia Dyer** for Art or **Duc Tran** for CS or Science, there are limited time slots available so book your meetings early and only if you require a discussion with this teacher. If your child has Duc Tran for multiple subjects, please only book one time slot to allow for other parents to see this staff member.

### **Primary School Meetings (Foundation to Year 6)**

- **15 minutes duration**
- Compulsory for all parents
- Primary meetings will 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 Russ's room (Room 4)**
  - **\*\*All SP meetings will be in Mrs Dykstra's room (Room 19b) (\*\*Mrs Pinxt's class will have completed their PT Meetings by this time.)**
- Mr Brown (Years 1-6 PE only), Mr Mealy (Music), Mrs Jaraba (Indonesian) will be available for shorter meetings at selected times in the PUMP room. **You can book these appointments in PTO.** Please only book **one appointment per family for specialist teachers.** These meetings are not compulsory, but are made available to you if you would like to discuss any aspects of your child's specialist subjects in Primary.

**Please note that if a Parent Teacher Meeting is not booked for your Primary child, the office will contact you to make an appropriate time for you to attend a meeting with your child's class teacher.**


## ALL Secondary Meetings (Year 7-11)

- All Secondary meetings are 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 in the Gym each night.
- Parents of students who have SSGs (Student Support Groups) should also utilise PTO for booking their appointments.

These meetings will be of 30 minutes duration for MS students. SSGs will be held in the Gym with Jo Miller and Leonie O'Connell (Middle School). Connie Dekter will conduct Senior School SSGs for either 8 minutes or 15 minutes duration in the Gym. These meetings are **in addition to** Parent Teacher Meetings and it is best if your SSG is booked at the end of your time doing Parent Teacher Meetings. Some SS SSGs will occur independently of these dates and Connie will contact you with these details.

### Middle School:

- It is highly recommended that parents book meetings with their child's Cultural Studies (CS – Year 7/8) or Open Village (OV – Year 9) teacher and we 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.

### 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.

## How to book your meetings

### Method 1: PTO App (for all smart phones & tablets/iPads)

- Go to the Apple App Store or Google play and search for PTO (Parent Teacher Online). Download.
- Open the app and select the region 'Australia' and then select 'Done'.
- Add a school by entering the MECS school code **67775**.
- Read the user instructions at the following website: <http://parentteacheronline.com.au/pto-mobile-app-user-guide/>
- Log in with your details (at the top of this letter). Make appointments as per instructions at the website mentioned above. Bring your smart phone with you to appointments to have easy access to your meeting schedule!
- \*Note\* - some parents prefer to book on the website (as per below) but then utilise the app to have on hand to remind them of their appointments on the day.

### Method 2: (for laptops/computers)

- Go to the school's home page: [www.mecs.vic.edu.au](http://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. PTO prevents double-booking of teachers or parents/guardians. 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.
- 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 Main school office.

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](mailto:office@mecs.vic.edu.au).

Corrie Irons

Admin Support