



Chapman Primary School

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"Achieving Excellence Together"

9 March 2022

Dear Parents and Carers

2022 PARENT TEACHER INTERVIEWS AND THREE-WAY CONFERENCES

We will be offering the opportunity for Parent Teacher Interviews for parents of students in kindergarten, year 1 and year 2, and Three-Way Conferences for students in years 3-6.

The parent teacher interview for students in kindergarten to year 2 is an opportunity to discuss how your child has settled into their new class, early progress and areas for focus in the future. Students are not involved in this interview.

The 'Three Way Conference' provides a wonderful opportunity for students in years 3 to 6 to share their learning and to discuss goals agreed upon by all parties for the year ahead.

When will interviews and conferences be taking place?

These interviews and conferences will be taking place in week 8 of term 1 – Monday 21 March to Friday 25 March 2022 (Week 9 for 3FD). Interviews and conferences length will be for 10 minutes per student and will be conducted in your child's classroom.

If you prefer an online interview or conference via Google Meet please contact your child's classroom teacher prior to making an appointment booking.

COVID-19 safety requirements are still current in school settings.

- Parents visiting for appointments for kindergarten, year 1 and year 2 must enter via kindergarten gates only
- Parents and students visiting for three-way interview appointments for years 3-6 must enter via hall gates only
- Please check in via the CBR Check in app
- Please ensure you wear a mask at all times while on the school site

Booking Appointments

Our school will be using the Parent Teacher Online (PTO) program for booking appointments. To make an appointment for your child please click on the link provided:



<https://bookings.parentteacheronline.com.au?school=zzzh2>

1. Bookings open on Thursday 10 March at 12.00 noon.
2. Click on the '**OBTAIN PIN/Password**' and enter the email address used for school correspondence. If you select "**Include clickable login link in email**" the email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen. Access to PTO is also available via the Chapman Primary School Website.
3. Your PIN will be emailed to you.
4. When you have logged on, PTO will display only your own child/rens names. Once a time is selected your appointment is secured.

5. Interviews must be booked by 9.00 am on the day before you wish to attend.
6. Select a time suitable for your family – you will see only the times available at the time you are using the system. When you have made all the bookings you require, you can download or have emailed a report of your bookings. You will be able to make changes to your bookings any time up to 9.00 am on the day previous to your original booking. It is possible, though unlikely that a time slot displayed to you as available is booked by someone using the system at the same time. In this case you will receive a message that the time is no longer available.
7. If you see this symbol  displayed beside their name this means your child's teacher recommends that you book an interview.

If you have any questions or require assistance with appointment bookings, please contact the school on 6142 2400, or by email to Chapmanps.info@ed.act.edu.au.

Yours sincerely,

James M. Barnett
Principal