8 March 2024

Dear Parents and Carers

**2024 PARENT TEACHER INTERVIEWS**

Parent Teacher Interviews will be available for parents of students in kindergarten to year 6 during week 9 – Monday 25 to Thursday 28 March 2024. All interviews will take place in person, in your child’s classroom unless your child’s teacher makes alternative arrangements with you.

The parent teacher interview 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.

We ask that one interview be made for each child unless this is not a possibility for your family.

**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:

1. Bookings open on Tuesday 12 March at 3:00 pm.
2. Interviews are for 10 minutes, limited to 1 booking per student, per family unless otherwise arranged.
3. Booking Link: <https://bookings.parentteacheronline.com.au?school=zzzh2>
4. Click on the ‘**OBTAIN PIN/Password’** and enter the email address used for school correspondence (the email you have received this message from). 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.
5. Your PIN will be emailed to you.
6. When you have logged on, PTO will display only your own child/rens names. Once a time is selected your appointment is secured.
7. Interviews must be booked by 9.00 am on the day before you wish to attend.
8. Select a time suitable for your family – you will see only the times available at the time you are using they 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 before 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.
9. 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 front office staff on 6142 2400, or by email to Chapmanps.info@ed.act.edu.au.

Yours sincerely,

James M. Barnett
Principal