



13TH March, 2009

Dear Parents,

Kindy to Year 4 Parent-Teacher Interviews

Parent -Teacher interviews will be conducted on Tuesday 24th and Wednesday 25th March, 2009. Interviews will be of ten minutes in duration commencing at 3:40 p.m. and completing at 6:00 p.m.

For these interviews we are introducing a new internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students!

Using this system you will be able to book the interview times that suit you best from any internet-connected computer.

Please access the system as follows:


- Go to the school's home page www.sas.nsw.edu.au
- Click the PTO icon as shown here ... 
- Enter your surname and PIN, provided on the attached slip

Full instructions are provided to you after log in. Please note the following points:

- When you log on, the system displays only your own child/children.
- Interview time slots are limited. The earlier you can open the website and book – the more options you will have.
- You will only see time slots which are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians. If you miss out on a time slot, please call Mrs Lamb in the office.

*A Christian School
with vibrant learning,
building character
with integrity
through service*


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- When you have made all the bookings you require, you can print a *report* of your bookings in time order. You can log in and *change bookings* any time up to 4:00 p.m. on the day prior to your interview.
- If you see this symbol  displayed along side the class name, it means this teacher would especially like you to book an interview.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

If you do not have access to a computer you can contact Mrs Lamb in the office who will be able to make appointment times for you. Likewise if you encounter any problems using PTO please notify Mrs Lamb.

I am sure the system will be of benefit to the students, parents and the staff. We welcome your comments and any feedback.

Yours sincerely,



John Barclay
Deputy Headmaster