



11 October 2022

Dear Parents and Carers of Year 7 – Year 11 Students

REMINDER: STUDENT LED CONFERENCES – TERM 4

The Year 7 to 11 Student Led Conferences for Term 4 will be held online as a Microsoft Teams meeting. Teachers will call the students on their Teams account at the scheduled booking time to make contact. These conferences will be held on **Thursday 20th October 2022** (Week 2). This will be a good opportunity for parents and staff to meet with the students and discuss their progress. It will be a good opportunity for students in Years 7 to 10 to discuss how they performed in their Interim Report and for Year 11 students to discuss their performance in the Preliminary exams.

Parents will be able to book appointments for the afternoon/evening. Please note that interviews will commence at 4:00pm and conclude at 7:30pm with a staggered dinner break for staff during the evening. All interviews will be of seven minutes duration.

The interview bookings are managed with an 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.

Access to the system will be available from **Tuesday 11th October at 7:00pm** and will be closed off for bookings the day before interviews.

Please see the College website for the PTO website link and further instructions.

[Click Here for Website Booking Page](#)

If you encounter any problems using PTO, please contact the school office on 4321 6400.

Yours faithfully

Gerard Summerhayes
Director of Curriculum

