YEARS 8 – 12 PARENT / STUDENT / TEACHER INTERVIEWS

As part of our assessment and reporting process, Parent Teacher interviews are scheduled for Thursday 2 May between 2.00pm and 7.30pm. The interviews facilitate important learning discussions between you, your child and subject teachers.

To allow for the Parent / Student / Teacher interviews to take place students will be dismissed at the following times:

- **Discovery Centre students will be dismissed at 12.55pm.** Taxi service providers and DIE Transport have been notified of the change in time for those students accessing the Taxi Transport Assistance program. Please make arrangements for their supervision on arriving home.

- **All other students will be dismissed at 1.05pm.**

All students should receive an individualised letter during Week 11 of Term 1, which has your personalised details for booking times.

Interviews will take place in the Dame Roma Mitchell Centre (DRMC), A Block and Discovery Centre, and are scheduled for a maximum of 10 minutes to ensure that teachers are able to see the majority of parents/caregivers that have booked interviews. Teachers will be happy to make an additional time at a later date if further discussion is necessary.

Tea and coffee will be available in the foyer of the DRMC for parents/caregivers who have time between interviews.

To arrange interviews we are using the internet-based booking system called Parent Teacher On-Line (P.T.O), accessed via the school website. The portal will be open for bookings from Tuesday 9 April.

Using this system, you can book the interview times that suit you best from any internet-connected computer. If you are not able to access an internet-connected computer, please phone the school on 8282 6400 between 10am and 2pm during the upcoming school holidays (15-18 April) or from Tuesday 30 April and reception staff will make appointments for you.

The following teachers will be on leave and therefore will appear absent or unavailable: Vanessa Tonkins and Saroh Chelliah.

Please access the system as follows:
- Go to the school website home page [www.goldengrovehs.sa.edu.au](http://www.goldengrovehs.sa.edu.au)
- Click on Parent Teacher Interview, which can be found in the **Quick Links** panel (on the top left hand corner or at the very bottom of the Home Page).
- Enter your Username and PIN as provided on the individualised letter sent home during Week 11 of Term One
Full instructions are provided after log in. Please note the following points:

- When you log in, the system only displays your own child/children. Bookings are made for individual parents/caregivers. If two parents/caregivers wish to attend a single interview time slot, one parent/caregiver should make the booking then both can attend.

- You will only see time slots that are available at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/caregivers.

- When you have made the booking, you can download or email a report of your booking time(s). You can log in and change bookings any time up to 11.00pm on Wednesday 1 May.

- If you see this symbol displayed alongside the class name, it means this teacher recommends that you book an interview.

- Other parents/caregivers 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/caregiver 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.

- If you encounter any problems using PTO please contact the school on 8282 6400, or by email to dl.1834.office@schools.sa.edu.au.

- If your child has the same teacher for two subjects (particularly in Year 8) please book only one time slot.

The staff of Golden Grove High School look forward to meeting with you to discuss your child’s progress and achievement in Term 1.

Yours faithfully

Tania Duff-Tytler
Deputy Principal

Peter Kuss
Principal