Elizabeth College – Parent/Teacher Evening – Thursday 25 August

Parent/Teacher Evening will be held in the Elizabeth College Library on Thursday evening, 25 August, 4.30pm – 7.00pm. Interviews will be of 10 minutes duration.

For these interviews we will be using the internet-based booking system called Parent Teacher On-Line (PTO).

This system will be active from 9.00am Thursday 18 August and will close at 1.00pm Wednesday 24 August. You will be able to book the interview times that suit you best from any computer with internet access. Please access the system as follows:

- Go to the school’s home page http://www.elizabethcollege.tas.edu.au/
- Under the For Parents and Community tab, click on the Parent-Teacher Online link.
- Enter your Login name and PIN which has been mailed to you previously. If you have lost these details please phone the office on 6235 6555
- Full instructions are provided for you after you log in
- We have elected to post all login details for these interviews. However, we are requesting a parent email address once you have logged in, so that in future, we can send your PTO login to you electronically.

Please note the following points:

- When you log on, the system displays only your own child/children. If two parents/guardians wish to attend a single interview time slot, one parent/guardian 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, those time slots are no longer displayed as available. PTO prevents double-booking of teachers.
- Other parents 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 secured by another parent. A message will be displayed to indicate this.
- When you have made all the bookings you require, you can download or email a report of your bookings in time order for printing.
- If you do not have access to a computer to make your booking, or if you encounter any problems using PTO, please contact the College office by phone on 6235 6555.