

University of Canberra High School Kaleen

Dear Parents/Carers,

The aim of Parent Teacher Interviews is to ensure teacher feedback can be provided on student progress, that will have a meaningful impact on student achievement. Term 3 interviews are focused on how students have begun the Semester, but are not heavily reliant on completed assessments. Term 4 interviews will focus on how students can ensure the best possible results for their semester's efforts.

The re-scheduled UCHSK Parent/Teacher evening for Term 3 will be held online, via Google Classroom Google Meets, on Tuesday 31 August 2021. All students and their parents/carers are encouraged to re-book an interview with their teachers. You will find a letter attached that details how Google Meets work and how to join a meeting. **These Parent Teacher Interview Google Meets will occur using your child's Chromebook with their schoolsnet log in (unfortunately not available through your personal devices).** Please note that all meetings will be recorded.

In Week 5, an additional document outlining any concerns regarding your child's engagement in classes was sent via email. If you did not receive this email, your child's teachers do not have any current concerns.

The PTO Booking system will be available to parents/carers from 3.00pm Tuesday 24 August and will close Sunday 29 August at 11:00pm.

Please access the PTO system as follows:

- The link below will take you to the PTO home page
<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=kaud6>
- Click "Obtain PIN / Password" and enter your preferred family email address – this email address is the one with which you received this email. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.

Alternatively, download the PTO- Parent Teacher Online app for Apple and Android devices

- The school code is **kaud6**
- An instructional video on how to use the app can be found on this link
[PTO App Video](https://vimeo.com/showcase/7487114/video/446970458) or <https://vimeo.com/showcase/7487114/video/446970458>



Full instructions are provided once logged in. Please note the following points:

- 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.
- If you are unable to join the Meet, make a booking at a suitable time, or if the teacher is fully booked select the '*Please contact me*' option located at the end of the list of times.

Once you have made all the bookings you require, you can print a report of your bookings in time order. Changes to bookings can be made any time up to 11:00pm on Sunday 29 August. If you then realise after this time that you are unavailable for the parent/teacher interview, please contact the teacher directly, so that they may be able to open this time up to other families.

To ensure that all families can speak with staff members, each interview will be five minutes in total. A three-minute break between interviews will allow staff and parents/carers to prepare for their next interview. Should an extended interview be required, an appointment of an appropriate length should be made for another time and negotiated with the teacher directly.

Kind Regards,

Daniel Mowbray
Principal