



APPLECROSS

SENIOR HIGH SCHOOL

Parent-Teacher Interviews April 2021 – PTO Instructions for Parents

Parent-Teacher interviews will be held for years **7-12** from 1pm to 6.30pm on Thursday 22nd April and Tuesday 27th April.

Interviews will be of **7 minutes duration**.

Bookings can be made using an online system called Parent Teacher On-Line (PTO).

Using this system you will be able to book the interview times that suit you best from any internet enabled device. PTO also has its own free app for Apple and Android devices.

Please access the system via the following ways:


- Go to the school's home page: <https://applecross.wa.edu.au>
- Click the PTO icon on the right side panel as shown here ...
- Enter your surname and PIN, provided to you via email



OR

- Download the PTO – Parent Teacher Online app from the App Store or Google Play.
- To register use code [tch3n](#).
- Enter your surname and PIN, provided to you via email

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. There is one login per student. Unfortunately it is not possible for teachers to have time to see parents of the same student separately. Please liaise with each other on times to suit both of you.
- This year, priority of appointment bookings will be given to students that have been identified by teachers as 'interview requested'. The system will open for all parents on 25th March at 7am, however, you will only be able to book an appointment if teacher requests a meeting with you (this symbol  will be displayed under the class name). From 29th March, 7am, all other parents will then be able to be book appointments.
- 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/guardians.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in time order for printing. You can log in and *change bookings* any time **up to 7am two business days prior to interviews**.
- If you encounter any problems using PTO please contact the school office by phone on 9314 9393, or by email to axshs.email@education.wa.edu.au.

