



Instructions for Booking Interviews via PTO

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Bookings can be made via the online system 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.

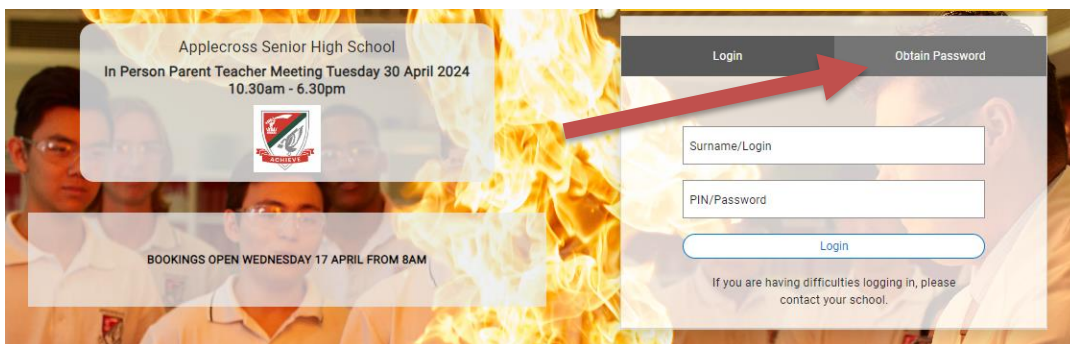
We will be offering In-Person meetings on Tuesday 30 April and virtual meetings via Webex on Wednesday 8 May. You have the option to choose between face-to-face meetings or Webex meetings, not both. Please select the most suitable format for your family.

On the day bookings open at 8am please access PTO via the following two methods:

- Download the PTO – Parent Teacher Online app from the App Store or Google Play.
- To register use code [tch3n](#).
- Enter your email address and click “Obtain Password”. Your login details will be sent to you via email and you can then proceed to complete your login and commence bookings.

OR

- Navigate 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 email address and click “Obtain Password”. Your login details will be sent to you via email, and you can then proceed to complete your login and commence bookings.



Full instructions are provided to you after log in. Please note the following points:

- Interviews will consist of 7-minute timeslots. Extended interview times for another day can be arranged with individual teachers via our school website. Go to: <https://applecross.wa.edu.au/explore/staff/> and email the staff member directly.
- When you log on, the system displays your own child/children. There is one login per student. Unfortunately, it is not possible for teachers to see parents of the same student separately. Please liaise with each other on times that suit both of you.
- PTO will be open to all parents to book In Person appointments from Wednesday 17 April 2024 at 8am. For Webex bookings, PTO will re-open on Thursday 2 May at 8am. If you have booked In Person meetings on 30 April, you will not have access to PTO when bookings re-open for our Webex meetings.



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- In some instances, parents may receive a separate email from teachers, where students have been identified as “interview requested”. No priority will be given, but we ask that where possible, a booking is made with the teacher concerned.
- You will only see time slots that are *available* at the time you are booking your appointment. PTO prevents double-booking of teachers or parents/guardians.
- You will log back into PTO on the date and time of your meeting and use the teacher’s clickable link found on the booking page to join the Webex meeting with the teacher.
- You can download or email a report of your bookings. You can log in and *change bookings* any time until 3 days prior to the event.
- If you forget your login PIN, please go to the PTO app or school home page and click the tab “Obtain Password”.
- If you encounter any problems using PTO please contact the school office by phone on 9314 9393, or via email to axshs.email@education.wa.edu.au.