



## PARENT, STUDENT AND TEACHER MEETINGS

**Tuesday 9<sup>th</sup> April 2024**

Dear Parents,

Please be advised that Parent, Student and Teacher Meetings will be held on Tuesday 9th April (Week 11, Term 1).

Your child's teacher may have requested to meet with you.

Alternatively, you may want to meet with teachers regarding the progress of your child in a particular subject, even if an interview has not been requested. It is preferred that students attend the interviews with their parents.

All interviews will be held in 'The Shed & The Plaza' between 4:00pm and 7:30pm. Additional times may be added if needed.

Please park in the carpark on the eastern side of James Congdon Drive and enter through the main entrance.

**PTO Parent Teacher Online Bookings can be made from 9am on Tuesday 2nd April.**

**Bookings will remain open until 3pm on Monday 8th April.**

Please note, PTO assistance from school staff will only be available during school hours from 9am Tuesday 2nd to 3pm from Monday 8th April.

**For booking instructions, please see below.**

Tea and coffee will be available in 'The Shed' during meetings, a donation will be requested towards our Cambodia missions trip. We look forward to meeting with you on Tuesday 9th April.

Yours in Christ,

Magan Schaefer  
Campus Principal



## INSTRUCTIONS FOR ONLINE BOOKINGS

**PTO Online will be open from 10am Monday 2nd April to 3pm Monday 8th April, 2024**

### Visit the Parent Teacher Online PTO link

You can access PTO via the direct link found on the Campus Website footer or click on the special PTO icon featured within the home page article.



### Obtain your new PIN/Password

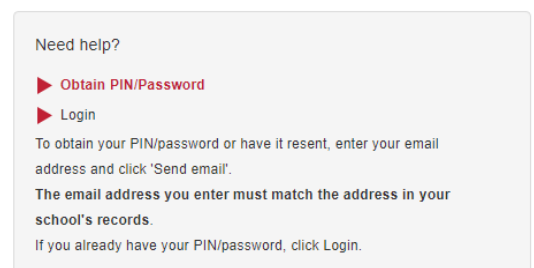
The PTO program will automatically allocate you a new PIN/Password each semester. To obtain this PIN/Password you will need to click on the right-hand information box as featured and follow the prompts.

This will open up a new window on the left-hand side that will ask you for your primary email address.

Enter your email address and then hit 'Send email'.

If the email entered corresponds with the caregiver email details within the systems database, you will then receive your personal PIN/Password via the email address supplied.

If you have an error in this section it could be that you are entering an email address that is not the same as the one that is on the Temple Christian College database. In this instance please contact Reception on 8405 0900.

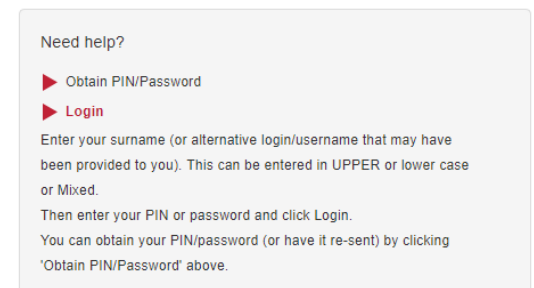
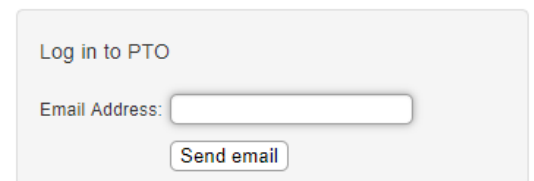


### Login with your PIN

Once you have received your Pin/Password via your email notification you can click onto the Login prompt at PTO.

This will open up your Log in window that will ask you for your Surname and PIN as supplied via your email address.

Please note, previous details that you may have saved in the system will not apply and you will need to refresh this information with the new PIN/Password.



### Book Interviews

Read the welcome, update your details as required and then click OK. You should now see a list of your child's teachers and subjects and have the options to book appointments.

When you have made your bookings follow the prompts to print off your booking schedule.

