Dear Parents

Student’s Name:
Student’s EQID Number:
SET Plan Teacher:

SET Plan interviews will be conducted for Year 10 from 7.30 am until 5.00 pm on Wednesday 13\textsuperscript{th} August, 2014 and Thursday 14\textsuperscript{th} August, 2014. Each student has been allocated a teacher for their interview however if the time is not appropriate please contact Linda Perry on 3385 4555 to make alternate arrangements. To facilitate this process, Year 10 students are not required at school on Wednesday 13\textsuperscript{th} August or Thursday 14\textsuperscript{th} August unless attending an interview.

Interviews will be 30 minutes in duration.

An internet-based booking system called Parent Teacher On-Line (PTO) will be used to save time for parents, staff and students when it comes to making an appointment!

Using this system you will be able to select an interview time from your SET Plan teacher’s allocated times. This can be done from any internet-connected computer. \textit{If you do not have internet access at home or elsewhere, parents are still able to ring the main office to book interview times. Ph 3385 4555.}

Please access the system as follows:

- Go to the school’s home page [www.narangbavalleyshs.eq.edu.au](http://www.narangbavalleyshs.eq.edu.au)
- On this page - click the link ‘Click here to access Parent Teacher Interview Booking system’
- Enter your name and email details to register. Once registered you will be provided with a PIN number via your email account to login to the site.
- Bookings will be open from 9.00am Monday 4\textsuperscript{th} August, 2013. Parents are advised to book early to secure the preferred times.

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

- You will need your child/children’s EQID number. These ID numbers are displayed above and on your child/children’s timetable. Once you have entered this EQID, you will be prompted to enter their first name and surname.
- The system displays only your own child/children.
- 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. PTO prevents double-booking of teachers or parents/guardians.
- When you have made the booking you require, you can print or email a report of your booking.
- If you encounter any problems using PTO please notify the school office, preferably via email at pto@narangbavalleyshs.eq.edu.au.
- Bookings will close on Monday 11\textsuperscript{th} August at 4.00pm.

I am sure the online booking system will be of benefit to the students, parents and the staff. Any feedback will be most welcome.

Any student who does not have an interview and SET Plan completed, will have no enrolment processed for 2015 as it will be assumed that they will not be returning.

Yours sincerely

Adam Colley
Year 10 Deputy Principal

Stacey Card
HoD – Senior Schooling

Helen Pawson
HoD Senior Schooling Vocational