

SET PLAN Interviews – Wednesday: August 15 Thursday: August 16

Students Name:
Students EQ ID Number:
SET Plan Teacher:
Email Address:

SET Plan interviews will be conducted for Year 10 from **7.30 am until 5.00 pm on Wednesday 15TH August, 2018 and Thursday 16th August 2018**. Each student has been allocated a teacher for their interview, however if the allocated teacher's booking times don't suit please contact the front office on 3385 4555 for assistance. To facilitate SET Plan process, Year 10 students are not required at school on Wednesday 15^h August or Thursday 16th 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. ***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**
- 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 8.00am Thursday 2nd August, 2018**. 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 EQ ID number. These ID numbers are displayed above and on your child/children's timetable. Once you have entered this EQ ID, 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 Wednesday 8th August at 3.00pm.**

Any student who does not have a interview and SET Plan completed, will have no enrolment processed for 2019 as it will be assumed that they will not be returning.

Yours sincerely



Ms Gilmour
Deputy Principal



Ms L Buswell
HOD Senior Schooling

Narangba Valley State High School

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