



ACT
Government
Education

MAJURA PRIMARY SCHOOL

Knox Street, Watson ACT 2602

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'GETTING TO KNOW YOU' INTERVIEWS

Dear Parents/Carers,

Welcome to a new year of learning at Majura. As your child's first educator, we value your insights and aspirations, and hope to develop strong relationships with you over the year. As a starting point, you are invited to meet your child's teacher/s at a 'Getting to Know You' interview in week 5.

For this year's 'Getting to Know You' interviews, we are again using PTO - an internet-based booking system. Interviews will start on Monday 1 March and run for the week. Preschool interviews will carry over to the week beginning Monday 8 March as well. The times available will vary according to your child's teacher. Each interview is for 15 minutes. **Attached to this email is an information sheet for you to complete, bring to the interview and use as a discussion starter with your child's teacher.**

To access PTO, log on to the Majura Primary School website and click on the parent/teacher online booking tab at the top of the page. Please log in using the same email address this information was sent to. Click **OBTAIN PIN/PASSWORD**. You will be asked to re-enter the email address so that you can log on and make an interview time.

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. Bookings are made for *individual* parents/guardians, not for couples. Couples can however log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking for both to attend.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked, they no longer appear 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.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please contact the school office by phone on **6142 3140** or by email to admin@majuraps.act.edu.au
- **Please note that the deadline for bookings is midnight on Sunday 28 February. After this time, you will need to contact the Front Office directly to make an appointment.**

Yours sincerely,

Liz Bobos
Principal
18 February 2021