

Friday, 21 July 2017

Dear Parents/Guardians

### **SETP Interviews**

SETP Interviews have been scheduled for year 9 and 10 families in the first week of August. Interviews have been allocated as per below:

#### **Wednesday 2nd August, 2017      TAFE Gold Coast**

Interviews on this day:

- Year 10 students that have been recommended for a flexible/work pathway are required to book online a SETP interview for this day. *Students have received a letter with their individual recommendation.*
- Year 9 students that returned their permission slip will be participating in a 1 day workshop at TAFE Gold Coast. *These students are not required to book a SETP Interview online. This has already been completed by administration staff and bookings will be emailed to parents.*

#### **Thursday 3<sup>rd</sup> August, 2017      Griffith University**

Interviews on this day:

- Year 10 students that have been recommended for a direct to university pathway are required to book online a SETP interview for this day. *Students have received a letter with their individual recommendation.*
- Year 9 Academic Excellence students that returned their permission slip will be participating in a 1 day workshop at Griffith. *These students are not required to book a SETP Interview online. This has already been completed by administration staff and bookings will be emailed to parents.*

#### **Friday 3<sup>rd</sup> August, 2017      SSHS Enterprise Centre**

Interviews on this day:

- All Year 9 students that did not attend the workshop and interview on Wednesday or Thursday are required to book online a SETP interview for this day.

*Year 9 students that attended the workshop and interview on Wednesday/Thursday are not required to book an additional interview and will not attend school on this day.*

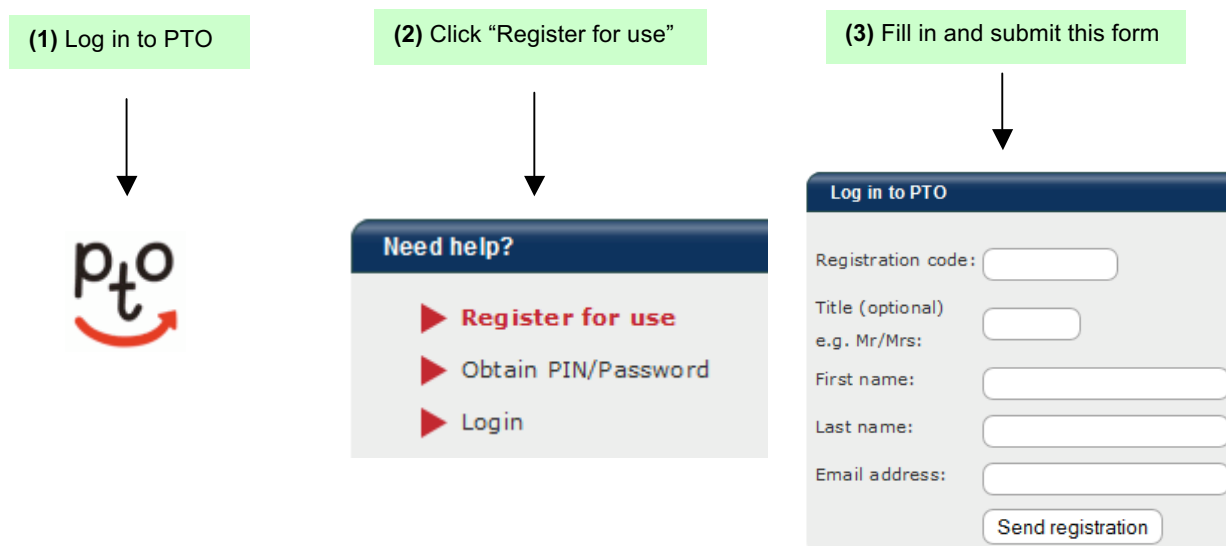
You are invited to discuss your student’s education and training plan of action in their senior years in order to achieve their intended learning outcome at the conclusion of their time at school. To streamline the booking process for parents we are using an online booking system, Parent Teacher Online (PTO). Please log in to PTO and choose the teachers and interview times that suit you. ***PTO is available 24 hours a day for your convenience beginning Thursday the 21<sup>st</sup> of July and closing midday Tuesday 1<sup>st</sup> August.***

### Access to Parent Teacher Online

Due to security and privacy requirements of Education Queensland, parent and student names cannot be loaded into PTO without first obtaining individual consent from parents. Fortunately, this is a reasonably simple process as PTO allows this consent to be obtained as a part of the login process.

Please follow these steps to log in to PTO and book interview times for your student(s) that best suit your schedule. Refer to numbered images for help with each step.

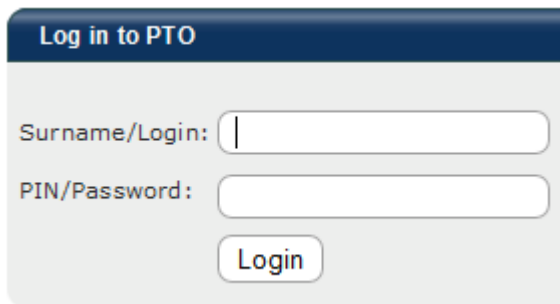
1. Go to our school website ([www.southportshs.eq.edu.au](http://www.southportshs.eq.edu.au)) and click the PTO icon in the news article.
2. Once the PTO login screen appears, click “Register for use”.
3. The screen changes to allow you to enter the Registration code (which is **2037**), your name and email address. Then click “Send registration”. By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.



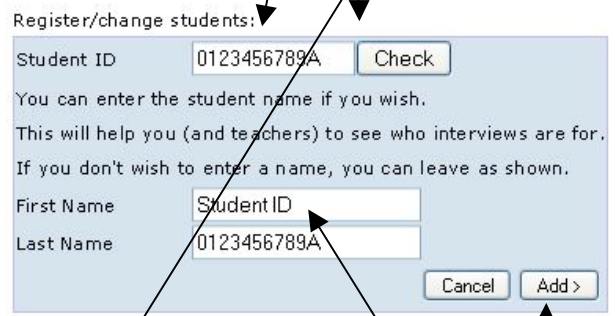
4. Your login name is your surname. An email containing your login PIN will be sent to the email address you provided in step 3. You may need to check your junk mail folder as genuine mail messages can sometimes be incorrectly classified as junk mail.
5. After you have received your login details email, click the “Login” link on the PTO main screen, enter your surname and PIN then press the “Login” button. Please then confirm your email address is the one you’d like us to use to communicate with you for PTO and other school correspondence.
6. On the Student Registration screen, enter the first Student EQ ID (e.g 0123456789A) and click “Check”. Students EQ IDs are printed on timetables and ID cards. If your student doesn’t have any of these documents they are to go to Student Services for the number. The classes linked to each student are shown for you to check that you have entered the ID correctly.

7. You are encouraged to enter the name of your student(s) then click “Add”. By doing so you are consenting to the student’s name being stored and used in PTO for interview bookings. You don’t have to but doing so will help you manage your interview bookings and it will help teachers quickly identify the students who will be attending interviews. Repeat steps 6 & 7 until you have entered the student ID and names of all your students.

**(5)** Click on **Login link** then enter your surname and PIN and press the “Login” button



**(6)** Register students and check subjects



| Class                                   | Year |
|---|------|
| Biology                                 |      |
| Certificate I in Business               |      |
| Certificate I in Information Technology |      |

**(7)** Enter first and last names of your student before clicking “Add”

**(9)** Change between modes

You are making bookings in **automatic** mode.  

8. After you have entered your student ID(s) and names, click on “Go to bookings” and begin to make bookings as instructed on the screen.
9. Should you accidentally click on “Go to bookings” before you have finished registering all your students, click on the “Change” button to switch to “Manual booking mode”. Once in “Manual mode” click on the link to return to “Student Registration” that appears at the bottom left of the page. Repeat steps 6, 7 & 8 until all student IDs have been entered.

Please note, access for booking interviews will be cut off at midday Tuesday 1st August to allow time for teachers to prepare for interviews. Please contact the school on 5509 1222 for assistance should you:

- wish to make or change an appointment after Tuesday 1<sup>st</sup> August
- are unable to use the online booking system for some reason
- are unable to attend
- are unable to book in with your teacher of choice due to limited availability

If you have any questions or concerns about security or privacy of information stored in PTO please visit [www.parentteacheronline.com.au/privacy-policy](http://www.parentteacheronline.com.au/privacy-policy)

Yours sincerely



Nigel Hughes, Principal