

## Progress Conference-Parent Student Interviews


At St Patrick's College we strongly encourage parents/caregivers to be well informed about their son's academic progress. Students do well when they are engaged with and take control of their learning. Students need to be informed and they need to be part of the learning process; they need to know where they are at, they need to be able to evaluate their progress and ascertain what they need to do to improve. The development of learning intentions and student goal setting are all part of that process.

As part of the process we are holding Progress Conferences with students, parents and a teacher from the College. This will provide an opportunity to meet, to look at the progress your son is making, the goals he has set, how these are being fulfilled and next steps as the year progresses. St Catherine's College are also doing this the same day.

**All students and their caregivers are invited to attend a 20 minute in-depth discussion with the student's Tutor Teacher (or another teacher allocated accordingly).**

Parent-Teacher-Student interviews will be conducted on **Wednesday 12 April** from 12 – 2.00pm, 3 – 5pm and 5.20 – 7pm.

All Year 9 – 11 students will have an interview with their Tutor Teacher or House Leader. Interviews will be of 20 minutes duration. Students must attend as well.

All Year 12 - 13 students are welcome to make a booking with one of the teachers available on the list. If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an interview. Please book with this teacher.

*For these interviews we are using an internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents, staff and students!*


Using this system, you will be able to book the interview times that suit you best from any internet-connected computer. A computer will be available in the front office during school hours if you do not have internet access at home or elsewhere.

Please access the system as follows:

- Go to the school's home page [www.stpats.school.nz](http://www.stpats.school.nz)
- You will find a header Progress Conference Interviews – click on the link and it will take you to the PTO website. **This will be available from Wednesday 29 March.**
- Click on "Obtain Pin/Password and you will then be asked to enter your email address that you have given the school. Login data will then be sent to you.
- For those who have no email address you have been sent login details by mail. Enter your surname and PIN, provided on the letter sent to you.
- If you have more than one son at the college, please login as soon as possible so you can get appointments close together.

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 timeslot, one parent/guardian should make the booking then both can attend.
- If your son is in Year 9 -11 you will only be able to see the one teacher listed. This will either be your son's Tutor Teacher or House Leader.

- If your son is in Year 12 or 13 you are welcome to make a booking with one of the teachers available on the list. If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an interview. Please book with this teacher.
- 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 all the bookings you require, you can print a *report* of your bookings in time order. You can log in and *change bookings* any time **up to 11am on the day of the interviews.**
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- If you encounter any problems using PTO please notify the school office, preferably via email at [aldona.yardley@stpats.school.nz](mailto:aldona.yardley@stpats.school.nz)

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

Wayne Mills  
Deputy Rector

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