Parent-Teacher Interviews
7 April & 6 May 2016

The timing of Parent Teacher Interviews has changed for 2016. The school will close early on two separate days during Semester 1 in order to give parents/guardians an opportunity to discuss their child’s progress with their teachers.

The information below outlines the process of booking appointments with teachers as well as the dates and times that they will be available.

Teachers may be unavailable through a variety of reasons including leave or illness. In these circumstances please contact the school to make an appointment with individual teachers at another time when they are available. Information discussed at these interviews will be valuable in aiding the ongoing success of your child and you are urged to book in and make contact during this convenient format.

Normal school timetable for all Year groups will finish at 12:10 pm on 7 April and 4 May to enable the Parent-Teacher Interviews to commence at 12:50 pm. Parent-Teacher Interviews will be conducted as follows:

Year 12  Thursday  7 April  from 12:50 pm to 6:00 pm
Year 11  Thursday  7 April  from 12:50 pm to 6:00 pm
Year 10  Thursday  7 April  from 12:50 pm to 6:00 pm
Year 9   Wednesday  4 May   from 12:50 pm to 6:00 pm
Year 8   Wednesday  4 May   from 12:50 pm to 6:00 pm
Year 7   Wednesday  4 May   from 12:50 pm to 6:00 pm

*For these interviews we are again using the 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 in your home, at work, at friends or at the local library. School reception staff will be available during school hours to assist you with your bookings if you do not have internet access at home or elsewhere.

Bookings will open on Thursday 31 March at 8:00 am for all Year groups and close on Thursday 7 April at 8:00 am for Year 10, 11 & 12 bookings. Bookings for Year 7, 8 & 9 will close on Wednesday 4 May at 8:00 am. Booking access will not be available outside this period of time. If you wish to cancel bookings after the system has closed, you will need to phone the school on 9354 0600 so we can assist you.

Please access the system as follows:

- Go to the school’s home page http://www.lynwood.wa.edu.au/
- Click the link to Parent Teacher Interviews at the bottom of the page
- Click the PTO icon as shown here …
- Enter your surname and PIN, provided on a slip mailed home on 23 March.
- Once you have logged in, you will be prompted to provide us with your current email address. Please complete this for us, as we intend to correspond via email for PTO in the future and need to have everyone’s email addresses.

Please refer to your letter mailed home on 23 March which gives further details about the booking process and the Parent Teacher Interviews.