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[www.schools.nt.edu.au/nightcliffmiddleschl](http://www.schools.nt.edu.au/nightcliffmiddleschl)

## Parent-Teacher Interviews 2018

Dear Parents/Caregivers,

Parent-Teacher interviews will be held for from **5 to 7pm on Wednesday 19 September**. Interviews will be of **5 minutes duration**.

*For these interviews we are introducing a new 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: <http://www.nightcliffmiddle.nt.edu.au/> or Nightcliff Middle School Facebook page
- Click the PTO icon as shown ...
- IF EMAIL ACCESS TO PINS IS USED ... Click "Obtain PIN/Password" and enter your email address. Your PIN will be emailed to you. IF "Include clickable login link in email" is turned ON ... The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.



### 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.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those time slots 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 download or email a *report* of your bookings in time order for printing.
- If you see this symbol  displayed along side the class name, it means this teacher recommends that you book an interview.
- 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 89837677 or by email to admin.nightms@ntschoools.net.

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

Yours sincerely,

Marty Isaksen  
Principal

4 September 2018