



Term 1 Reports 2017

Term 1 reports will be emailed on the last day of term, Friday 31 March. As parent-teacher interviews begin in week 1 of Term 2, we will be opening the bookings prior to reports being issued to provide families more time to access the online booking system.

Parent-Teacher Interviews April 2017

Parent-Teacher interviews will be conducted as follows:

- Year 10, 11 & 12 Thursday 20 April 3:00pm - 8:00pm
- Year 10, 11 & 12 Wednesday 26 April 3:00pm - 8:00pm

You can book your interviews online using an internet-based booking system called PTOnline. Interviews will be of 10 minutes duration and students are encouraged to attend with their parents. Information sessions for parents of students in years 10 & 11 will be held in the theatre.

As of 5.00pm Monday 27 March, the PTOnline system will be open and you can book your interviews. Bookings close at 8.00am on the day prior to the interviews. Interview time slots are limited. The earlier you can book, the more options you will have.

Parent Information Sessions

We will be presenting an information sessions in our theatre each night for parents and students of Year 10 & Year 11. Please book into one of these sessions via PTOnline to provide us with an indication of numbers.

Thursday 20 April

Year 10 & 11 5:30pm – 6:00pm

Wednesday 26 April

Year 10 & 11 5:30pm – 6:00pm

Please note: you will only need to attend one (1) of these sessions per year level.

How to book

Please access the system as follows:

- Go to the Academy's home page qaci.eq.edu.au
- Then click on the tab 'For Parents' & 'Parent-Teacher Interviews'.
- Click [HERE](#) to go to the PTO booking system
- Click "Obtain PIN/Password" and enter your email address. (This must be the address previously supplied to QACI).
- Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen. Alternatively return to QACI's website, 'Parent-Teacher Interviews' tab and click "Login" and enter your Surname/login and PIN/Password as provided in the email.

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 would only use one parent to log in unless parents are separated and require individual interviews, please contact admin@qaci.eq.edu.au to inform us that you need two interview times for the same teacher/student.

- You will only see time slots which are available at the time you are using the system. As time slots are booked they are no longer displayed as available.
- 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.
- 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 8.00am on the day prior to the interviews.

Interviews will be held at QACI on Level 6, please enter at Level 2 on Musk Avenue and use the lifts to Level 6. There is no available parking in the building: please allow ample time to find a park in the village.

If you encounter any problems using PTO please notify Client Services, preferably via email at admin@qaci.eq.edu.au or on 3552 9333 from 9.00am to 2:00pm.

To ensure maximum benefit, it is important that students and parent/s attend.

Yours faithfully,

Karen Casey
Deputy Principal