



LALEHAM GAP SCHOOL

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Year 10 Parent-Teacher Interviews Monday 14th March, 2016

Dear Parents/Carers,


Further to our previous newsletter informing you of parents evening dates, I am pleased to confirm the following details: Parent/Carer-Teacher interviews will be held for Year 10 students on **Monday 14th March, 2016 from 5.00pm until 7.30pm** (The school will be closing at 8.00pm on this evening).

Interviews will be 10 minutes long. Any further in depth information sharing and discussion with teachers can be booked in with the teacher on a mutually agreeable date and time.


For the interviews on the 14.03.16 we are introducing a new internet-based booking system called Parent Teacher On-Line (PTO). It will save time for parents and ensure that a fairer distribution of face to face teacher time for every parent/carer is available.

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. For any parent or carer who does not have internet access at home or elsewhere we are happy to help, please make contact with the school and we will arrange a time to go through the process with you.

Please access the system as follows:

- Go to the school's home page: <http://www.laleham-gap.kent.sch.uk>
- Go to Parents Information and then Parents evenings and click the PTO icon as shown here  Alternatively the PTO icon can also be found on the homepage.
- Enter your surname and PIN, provided on the attached slip

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 time slot, one parent/guardian should make the booking then both can attend.
- 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 alongside 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.

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

A small, square, light blue stamp containing a handwritten signature in black ink. The signature appears to be 'A Young'.

Mr A Young
Deputy Head teacher