



Dear Parents,

Parent-Teacher-Student Conferences will be held for Prep to Year 6 as per the below timetable. This year we will be inviting each student to attend the conference with their respective parent, so that they can share their learning journey with you guided by their teacher. Bookings are to be made via Booked (formerly PTO).

If you are unable to attend in person, please contact your child's teacher, either by email or Seesaw to arrange a time on the designated conference date below to have a phone conference. (See last page for a list of class teachers and their respective email addresses).

Term 3 (2025) Parent Teacher Student Conference					
	Date				
	Monday 25 <sup>th</sup> August				
Week 7	Parent Teacher Student Conference <b>Year 3B</b>				

Term 3 (2025) Parent Teacher Student Conference					
	Date				
	Monday 8 <sup>th</sup> September	Tuesday 9 <sup>th</sup> September	Wednesday 10 <sup>th</sup> September	Thursday 11 <sup>th</sup> September	Friday 12 <sup>th</sup> September
Week 9	Parent Teacher Student Conference <b>Year 2A</b>	Parent Teacher Student Conference <b>Year PA</b>	Parent Teacher Student Conference <b>Year 4A</b>	Parent Teacher Student Conference <b>Year 1B &amp; Year 3A</b>	Parent Teacher Student Conference <b>Year 5B &amp; Year 6A</b>

Term 3 (2025) Parent Teacher Student Conference					
	Date				
	Monday 15 <sup>th</sup> September	Tuesday 16 <sup>th</sup> September	Wednesday 17 <sup>th</sup> September	Thursday 18 <sup>th</sup> September	Friday 19 <sup>th</sup> September
Week 10	Parent Teacher Student Conference <b>Year 2B</b>	Parent Teacher Student Conference <b>Year PB &amp; Year 5A</b>	Parent Teacher Student Conference <b>Year 4B</b>	Parent Teacher Student Conference <b>Year 1A</b>	Parent Teacher Student Conference <b>Year 6B</b>

**Conferences will be of 10 minute duration and they can be either face-to-face or via a phone call on the designated date.**



**Address:** 58 Mill Street, GORDONVALE QLD 4876  
**Postal:** PO Box 64, GORDONVALE QLD 4865  
**Web Site:** [www.stmichael.qld.edu.au](http://www.stmichael.qld.edu.au)

**Phone:** (07) 4258 4100  
**Email:** [secretary.gordonvale@cns.catholic.edu.au](mailto:secretary.gordonvale@cns.catholic.edu.au)

For these conferences we are using our online booking system called *Booked* (formerly *Parent Teacher On-Line PTO*). Using this system you will be able to book the conference times that suit you best from any internet enabled device. Booked also has its own free app for Apple and Android devices.

Please access the system as follows:


**Step 1 - Click on link below**

<https://www.stmichael.qld.edu.au/>



**Step2 – Click the PTO icon as shown here**

**Step 3 – Enter email address and click on Send email.**

	<a href="http://www.parentteacheronline.com.au">www.parentteacheronline.com.au</a> 10 years, 10 million bookings! © 2006-2018	St Michael's School
<b>Log in to PTO</b> Email Address: <input type="text"/> <input type="button" value="Send email"/>		<b>Need help?</b> ▶ <b>Obtain PIN/Password</b> ▶ <b>Login</b> To obtain your PIN/password or have it resent, enter your email address and click 'Send email'. <b>The email address you enter must match the address in your school's records.</b> If you already have your PIN/password, click Login.

**Step 4 – Click link from email that was sent to your email to direct you to your bookings.**

\*\* Please do not reply to this email. This mail box is not monitored, except for requests to stop future emails as described below.

\*\* For ALL help matters, please contact your school

Your email address has been used in Parent Teacher On-Line.  
Please check your school web site for more information.

Here are your login details ...

Surname/Login: Hawkins

PIN/Password: 01010

Use the details above on the login page OR just click this link:

<https://bookings.parentteacheronline.com.au/?school=mm3qv&P1=8&P2=P&P3=d20c1ed4682344b10e9704692d2a0ba9c2daa92e>

Please keep your login details secure.

This PIN/Password applies only to the current interview bookings.

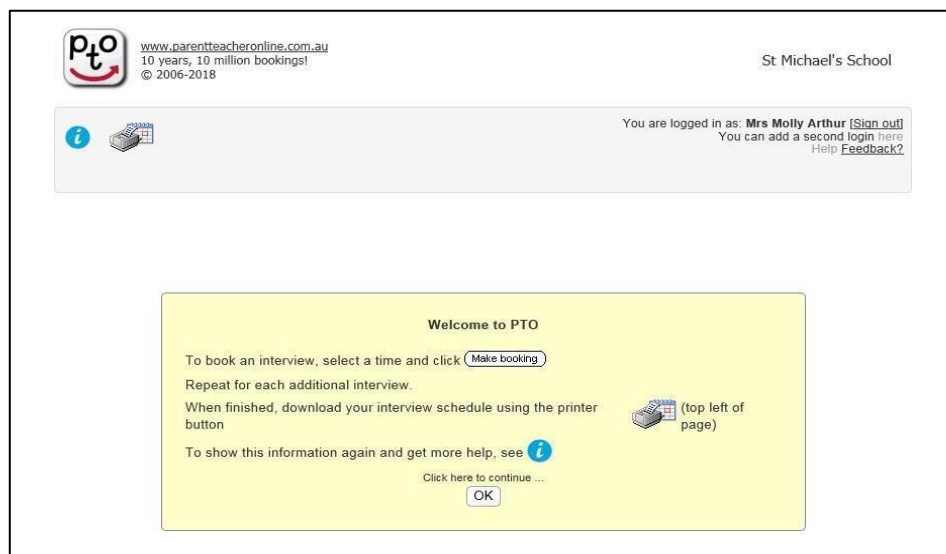
Blocking emails in this way is not an automatic process and may not take effect until the next business day.  
An automatic blocking process IS in place if 20 (twenty) emails have already been sent to your address in one day.



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## Step 5 – Follow the prompts to make your bookings for each child.



### 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 conference 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.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in time order for printing. You can log in and *change bookings* any time up to 9am on the day.
- 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 4258 4100, or by email to **[secretary.gordonvale@cns.catholic.edu.au](mailto:secretary.gordonvale@cns.catholic.edu.au)**

### Staff email addresses:

Teacher	Class	Email Address
Cat Roach	PA	<a href="mailto:croach1@cns.catholic.edu.au">croach1@cns.catholic.edu.au</a>
Bri Hardy	PB	<a href="mailto:bhardy@cns.catholic.edu.au">bhardy@cns.catholic.edu.au</a>
Sharon Thompson	Yr 1A	<a href="mailto:sthompson2@cns.catholic.edu.au">sthompson2@cns.catholic.edu.au</a>
Julie Davison	Yr 1B	<a href="mailto:jdavison@cns.catholic.edu.au">jdavison@cns.catholic.edu.au</a>
Anna Pamvouxoglou	Yr 2A	<a href="mailto:apamvouxogl@cns.catholic.edu.au">apamvouxogl@cns.catholic.edu.au</a>
Laura MacGregor	Yr 2B	<a href="mailto:lmacgregor1@cns.catholic.edu.au">lmacgregor1@cns.catholic.edu.au</a>
Laarni Hitchings	Yr 3A	<a href="mailto:lhitchings@cns.catholic.edu.au">lhitchings@cns.catholic.edu.au</a>
Glennys Maugeri	Yr 3B	<a href="mailto:gmaugeri@cns.catholic.edu.au">gmaugeri@cns.catholic.edu.au</a>
Ashleigh Fahlstrom	Yr 4A	<a href="mailto:afahlstrom1@cns.catholic.edu.au">afahlstrom1@cns.catholic.edu.au</a>

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Helena Faulkner	Yr 4B	<a href="mailto:hfaulkner@cns.catholic.edu.au">hfaulkner@cns.catholic.edu.au</a>
Ryan Mafua	Yr 5A	<a href="mailto:rmafua@cns.catholic.edu.au">rmafua@cns.catholic.edu.au</a>
Ingrid Drew	Yr 5B	<a href="mailto:idrew@cns.catholic.edu.au">idrew@cns.catholic.edu.au</a>
Damien Coad	Yr 6A	<a href="mailto:dcoad@cns.catholic.edu.au">dcoad@cns.catholic.edu.au</a>
John Hubbard	Yr 6B	<a href="mailto:jhubbard@cns.catholic.edu.au">jhubbard@cns.catholic.edu.au</a>

We look forward to talking to you about your child's progress this semester.

Yours sincerely

Jacqueline Jackson

Principal



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