



May 2016

Dear Parent/Carer

Year 9 Target Setting Evening – Thursday 12th May 2016

I am writing to invite you to our Year 9 Target Setting Evening which will be held on Thursday 12th May 2016. There will be a short presentation of key messages at 5.15pm and then appointments will run from 5.30pm through to 7.30pm.


Your son/daughter is currently completing the first year of their GCSE/BTEC courses and we are now working with them to prepare for exams, and to make considered choices for their next steps in education or training when they leave Blacon High School. This is a **very important** time and it is vital that students achieve their full academic potential. To ensure they succeed it is essential that as a school we work with parents/carers to support your son/daughter through every stage of this journey.

We are now operating a new internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book appointment times to suit you from any internet-connected mobile device. A computer will be available in school during school hours if you do not have internet access at home or elsewhere.

- In this envelope there is a copy of your username and pin, please use this to access the system or;
- You may access the system as follows:
- Go to the school's home page, www.blaconhighschool.net
- Click the PTO icon as shown here on the right
- Click Obtain PIN/Password and enter your email address. Your PIN will be emailed to you. (This will be the address you have registered with school).
- If you do not have an email address registered with school, you will have the opportunity to register an email address once you have logged into the system.



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.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in chronological order for printing. You can log in and *change bookings* any time up to 1 pm on the day before.
- If you see this symbol  displayed alongside your child's 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 subsequently allocated to another parent. 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 Parent Teacher On-line please either telephone the school office to speak with a member of the admin team or use the contact form on our school website.
Please actively support your child by attending with them. We look forward to meeting with you on Thursday 12th May 2016.

A parent's questionnaire is included with this letter, please complete and return with the reply slip.

Yours sincerely



Miss R Thomas
Year 9 Progress Leader

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BLACON HIGH SCHOOL PLEASE RETURN SLIP TO RECEPTION

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Student Name: _____ **Tutor Group:** _____

I / we **will be** attending the Target Setting evening on Thursday 12th May 2016
5.15pm – 7.30pm.

I / we **will not be** attending the Target Setting evening on Thursday 12th May 2016
5.15pm – 7.30pm.

Signed: _____ (Parent/Carer) **Date:** _____

Please return the completed slip to school by Thursday 5th May, 2016 so that we can prepare for this important evening. Thank you.