Welcome to PTO (Parent Teacher Online)

How to make Parent Bookings
In Manual Mode
Go to our school’s website www.holyfamilyps.qld.edu.au and click on the PTO link there.
Enter your login and PIN given to you by your school or retrieved by email.
Next press the ‘Enter’ key or click ‘Log In’
Please make changes to email address if needed. Then press continue.
A welcome screen will appear with some instructions.
Please read these and then click ‘OK’.
You will see your children’s name, class and teacher’s name along with drop down box for times and ‘make booking’ button.
You can drop down the boxes and select times your want and then ensure to click on ‘make booking’ to secure you spot.
Here you can find:

• a help button

• and a print button

The booking page will now appear.

You can now print off your interviews using the printer button.
Here you can choose to download as a report, calendar appointment or email.

Your bookings are now complete you can now log out.
How easy is that?