



CLAYFIELD COLLEGE

Let your light shine

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3 March 2022

Dear Parents and Caregivers

Pre-Prep Parent Teacher Interviews 2022 P-6 Student/Parent/Teacher Conferences 2022

Pre-Prep Parent Teacher Interviews and P-6 Student / Parent / Teacher Conferences in 2022 will be held in Term 1 and Term 3.

The Term 1 interviews/conferences will be held in week 9 on **Tuesday 22 March** and **Thursday 24 March**, from 3:30pm to 7:00pm in your child's classroom.

Interviews/conferences will be of 13 minutes duration, with each core teacher in Pre-Prep to Year 6. Specialist lessons are an integral part of children's learning. Parents may email specialist teachers to discuss their child's progress at any time or request a time to meet with them at a mutually agreed time. Your child's teachers' emails are listed in Parent Lounge/Student Details/Email Class Teachers. All parents and caregivers are strongly encouraged to attend.

Your booking is to be made through *Parent Lounge / Parent Teacher Interviews*, which will be open from **7:00pm Monday 7 March**. The bookings will **close at 9:00pm Sunday 20 March**. Please access the booking system as follows:

- Go to the College's website (www.clayfield.qld.edu.au) and at the top of the home page, click on 'Parent Lounge'.
- Log on to Parent Lounge using your Username (the 5-digit parent code found on your fees statement) and password (which is 'password' unless you have changed it).
- On the side menu find 'Parent Teacher Interviews'.
- Click on this and then under the Parent Teacher Interview heading, off to the right of your screen you will see a 'Book Now' button. Please click on this button.
- This will take you to a table where you will see your child's subjects and teachers.
- For **Pre-Prep**, select **Integrated Studies** as the interview subject for the core teacher and click on 'Book an appointment'.
- For **Prep - 6**, select **Literacy & Numeracy (LAN)** as the interview subject for the core teacher and click on 'Book an appointment'.
- Choose your appointment time by picking a time from the drop-down menu. This list will get smaller as more appointments are made.
- Adjust the parent attending name to indicate whether one or both parents will be attending.
- Click confirm and it will appear under the confirmed appointments section.
- Once a time has been booked for a particular teacher it will no longer appear as it is a first in, first served system.
- Parents have the ability to cancel appointments if their circumstances change. You can then rebook a different time.
- Look for the printer icon towards the top right of your screen to produce a printable pdf of your scheduled interviews.

If you encounter any problems using Parent Lounge, please contact the College.

We look forward to seeing you at the interviews.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Fellowes', with a long horizontal flourish extending to the right.

Mrs Audrey Fellowes
Deputy Principal-Head of Primary