Parent Lounge Guide

Welcome to the Parent Lounge Portal where you can access a range of information relating to your child and the College.

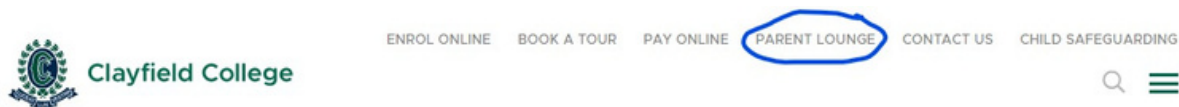The following services are accessible once you have logged in:

WHOLE SCHOOL

SENIOR SCHOOL

 If, after following the instructions below, you have any questions about logging into or navigating Parent Lounge, please do not hesitate to contact Student Services at College Reception; email StudentServices@clayfield.qld.edu.au .

Let your light *shine*

ACCESSING PARENT LOUNGE

From the College website top-menu, select Parent Lounge

https://ccportal.clayfield.qld.edu.au/parentlounge/login.cfm

How to Log into Parent Lounge
Once you have navigated to the link above, a login page will appear

1. Your Username is your email (as provided to the College). Enter that email into the first box.

2. Your default password is "password" (in lower case). This can be changed on the Home Screen under the 'Parent Details' tab at the top of the page. The Forgot Password link will generate a secure email to the email address you have supplied the College. Use the links in that email to create your own password.

If your login details are not working, please contact Student Services at the College Reception on 3262 0262 or email StudentServices@clayfield.qld.edu.au

HOW TO CHANGE YOUR PASSWORD IN PARENT LOUNGE

1. Under the Parent Details tab navigate down to the Change Password option

2. Follow the prompts to update your password
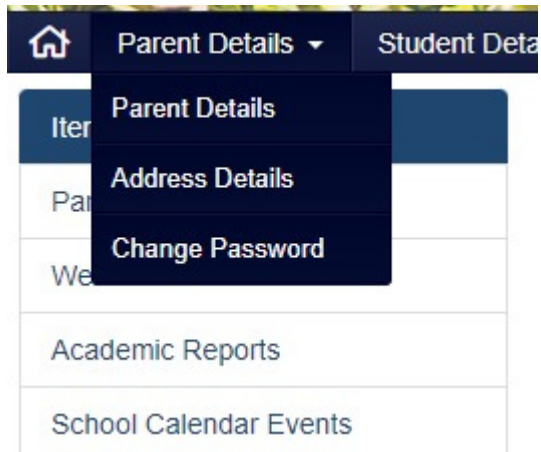
VIEWING YOUR CHILD'S TIMETABLE

Your child's timetable can be viewed on Parent Lounge, and you can email individual class teachers from this menu.

Under the top menu item **Student Details** navigate down to the Timetable or Email Class Teachers option. [If you have more than one child at the school, use the drop down menu on top right to pick the child's name that you wish to check details.]
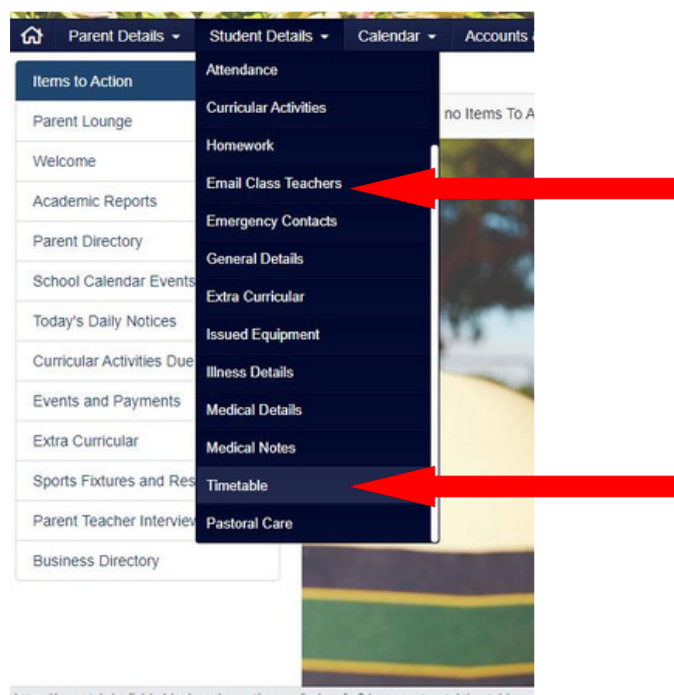
Viewing the Timetable will provide you with the day view of the timetable.

Period	Subject	Room	Teacher
Before School			
PC	Henderson PC 10 1	39	Mrs A Wood
Lesson 1	Christian Education 10 B	19	Mrs C Patterson
Lesson 2	Get set for Work 10 B	17	Ms J Knight
Morning Tea			
Lesson 3	General Mathematics 10 A	38	Ms J Francis
Lesson 4	Crime Law & Justice 10 A	39	Mr A Leung
Flexible Time	Chapel 10 H	CHA	Mr A Leung
Lunch 1			
Lunch 2			
Lesson 5	Historical Studies 10 A	20	Ms D Haddock
Lesson 6	Science (Bio/Psy) 10 B	28	Ms P Hart
After School			

A full timetable view can be accessed using the button the far right **'Full Timetable'**. Press 'Print' to download a printable copy.

Form Class:	12B				PC/Tutor Group: YOU3				House:	YOUNGMAN

| Monday A	Tuesday A	Wednesday A	Thursday A	Friday A	Monday B	Tuesday B	Wednesday B	Thursday B	Friday B
Before School	Before School	Before School	Before School	Before School	Before School	Before School	Before School	Before School	Before School
PC	PC	PC	PC	PC	PC	PC	PC	PC	PC
Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 POOL ROOM 40 Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 POOL ROOM 40 Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM	Youngman PC 12 3 Lower LRC Mrs C Patterson 08:30 AM 08:39 AM
Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
English 12 A ROOM 60 English Ms S Graham 08:40 AM 09:29 AM	Chemistry 12 A CHEM LAB 26 Dr T Le 08:40 AM 09:29 AM	Chemistry 12 A CHEM LAB 26 Dr T Le 08:40 AM 09:29 AM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 08:40 AM 09:29 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 08:40 AM 09:29 AM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 08:40 AM 09:29 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 08:40 AM 09:29 AM	Biology 12 A BIOL LAB 29 Mrs F Wilson 08:40 AM 09:29 AM	Chemistry 12 A CHEM LAB 26 Dr T Le 08:40 AM 09:29 AM	Biology 12 A BIOL LAB 29 Mrs F Wilson 08:40 AM 09:29 AM
Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
English 12 A ROOM 60 English Ms S Graham 09:30 AM 10:20 AM	English 12 A ROOM 60 English Ms S Graham 09:30 AM 10:20 AM	Chemistry 12 A CHEM LAB 26 Dr T Le 09:30 AM 10:20 AM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 09:30 AM 10:20 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 09:30 AM 10:20 AM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 09:30 AM 10:20 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 09:30 AM 10:20 AM	Biology 12 A BIOL LAB 29 Mrs F Wilson 09:30 AM 10:20 AM	Chemistry 12 A CHEM LAB 26 Dr T Le 09:30 AM 10:20 AM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 09:30 AM 10:20 AM
Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
Christian Education 12 B ROOM 19 Mrs C Patterson 10:40 AM 11:29 AM	Biology 12 A BIOL LAB 29 Mrs F Wilson 10:40 AM 11:29 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 10:40 AM 11:29 AM	Biology 12 A BIOL LAB 29 Mrs F Wilson 10:40 AM 11:29 AM	English 12 A ROOM 60 English Ms S Graham 10:40 AM 11:29 AM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 10:40 AM 11:29 AM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 10:40 AM 11:29 AM	Study 12 B CHEM LAB 26 Dr T Le 10:40 AM 11:29 AM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 10:40 AM 11:29 AM	English 12 A ROOM 60 English Ms S Graham 10:40 AM 11:29 AM
Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
Exit Prep Program 12 A ROOM 17 Mr B Steeples 11:30 AM 12:19 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 11:30 AM 12:19 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 11:30 AM 12:19 PM	Chemistry 12 A CHEM LAB 26 Dr T Le 11:30 AM 12:19 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 11:30 AM 12:19 PM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 11:30 AM 12:19 PM	English 12 A ROOM 60 English Ms S Graham 11:30 AM 12:19 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 11:30 AM 12:19 PM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 11:30 AM 12:19 PM	Chemistry 12 A CHEM LAB 26 Dr T Le 11:30 AM 12:19 PM
Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time	Flexible Time
Year Level Meeting 12 B ROOM 19 Ms K Eagle 12:20 PM 12:50 PM	Assembly 12 Y ASSEMBLY HALL Mrs C Patterson 12:20 PM 12:50 PM	Wellbeing & Foundations 12 B ROOM 19 Mrs C Carter 12:20 PM 12:50 PM	Chapel 12 Y CHAPEL Rev P Yarrow 12:20 PM 12:50 PM	House 12 Y POOL ROOM 40 Mrs C Patterson 12:20 PM 12:50 PM	Year Level Meeting 12 B ROOM 19 Ms K Eagle 12:20 PM 12:50 PM	Assembly 12 Y ASSEMBLY HALL Mrs C Patterson 12:20 PM 12:50 PM	Wellbeing & Foundations 12 B ROOM 19 Mrs C Carter 12:20 PM 12:50 PM	Chapel 12 Y CHAPEL Rev P Yarrow 12:20 PM 12:50 PM	House 12 Y POOL ROOM 40 Mrs C Patterson 12:20 PM 12:50 PM
Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1	Lunch 1
Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2	Lunch 2
Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
Biology 12 A BIOL LAB 29 Mrs F Wilson 01:30 PM 02:19 PM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 01:30 PM 02:19 PM	Study 12 B ROOM 17 Rev P Yarrow 01:30 PM 02:19 PM	English 12 A ROOM 60 English Ms S Graham 01:30 PM 02:19 PM	Chemistry 12 A CHEM LAB 26 Dr T Le 01:30 PM 02:19 PM	Chemistry 12 A CHEM LAB 26 Dr T Le 01:30 PM 02:20 PM	Exit Prep Program 12 A ROOM 17 Mr B Steeples 01:30 PM 02:19 PM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 01:30 PM 02:19 PM	English 12 A ROOM 60 English Ms S Graham 01:30 PM 02:19 PM	Legal Studies 12 A BUSINESS ROOM 39 Mr A Leung 01:30 PM 02:19 PM
Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6	Lesson 6
Biology 12 A BIOL LAB 29 Mrs F Wilson 02:20 PM 03:10 PM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 02:20 PM 03:10 PM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 02:20 PM 03:10 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 02:20 PM 03:10 PM	Biology 12 A BIOL LAB 29 Mrs F Wilson 02:20 PM 03:10 PM	Biology 12 A BIOL LAB 29 Mrs F Wilson 02:21 PM 03:10 PM	Mathematical Methods 12 A MATHS ROOM 35 Mr S Grice 02:20 PM 03:10 PM	English 12 A ROOM 60 English Ms S Graham 02:20 PM 03:10 PM	Christian Education 12 B ROOM 19 Mrs C Patterson 02:20 PM 03:10 PM	Spanish 12 A SPANISH ROOM 65 Mrs E Carrasco 02:20 PM 03:10 PM

VIEWING SCHOOL EVENTS CALENDAR

Parents/caregivers are encouraged to consult the school calendar on either Parent Lounge or the Clayfield App for information on planned events. On the Home Page, choose **Calendar** on the top bar, then click on 'School Calendar'.
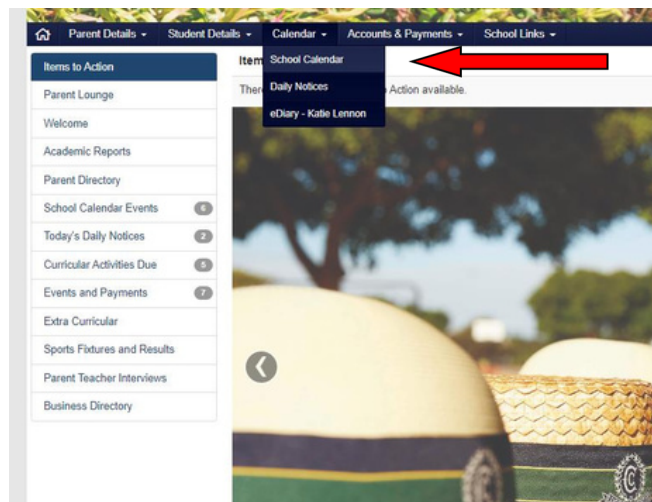

Click on an event to read further information about the activity, and use the arrows to move between screens.
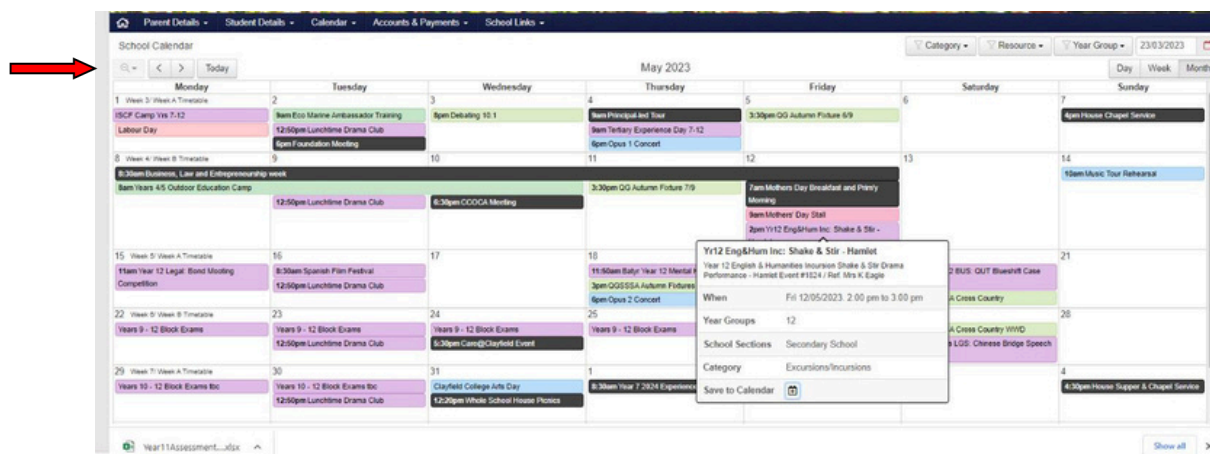
APPROVING YOUR CHILD's PARTICIPATION IN AN EVENT/ACTIVITY

Parents/Caregivers will be notified when approval is required for their child to participate in an activity, eg Outdoor Education, sports camp, weekend music rehearsal etc.

On the home page, choose 'School Calendar Events' in the left column and click on the named event to which your child has been invited to attend.
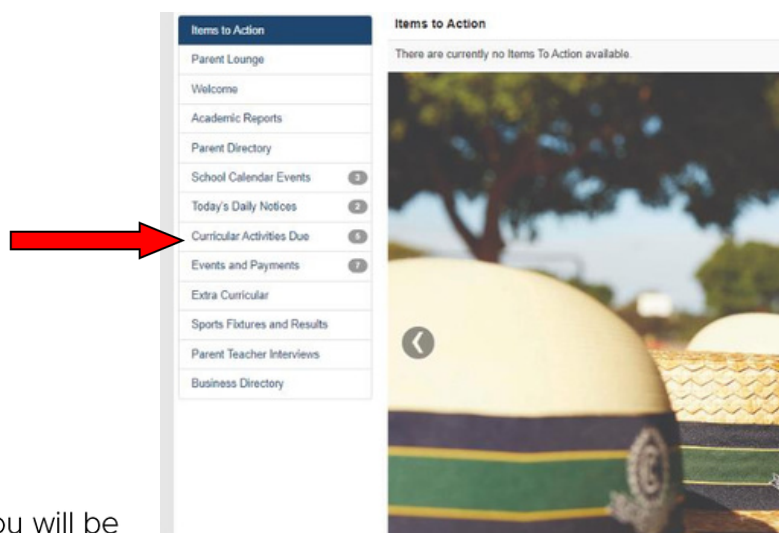

You will be required to action:

1. The 'Terms & Conditions' document gives information about the event, and you need to tick the 'Accept' box that you have read it.

2. The 'Medical Details' for your child can be checked by clicking on the icon and you will also need to 'Verify' its accuracy.

3. Choose Accept or Decline in the drop-down menu

4. Press 'Save' at bottom right of page to complete the process.
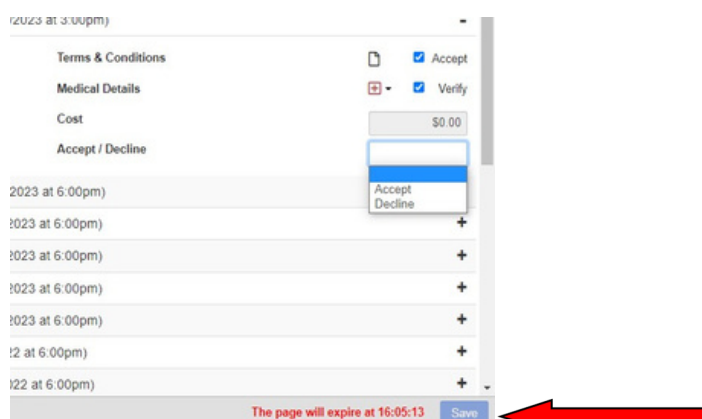
## ACCESSING ACADEMIC SEMESTER REPORTS

Parents/Caregivers will be emailed when academic semester reports have been published to Parent Lounge and are available to view and download.

From the Home Page, choose **Student Details** on the top bar, then pick 'Academic Reports' and the semester report you wish to download.
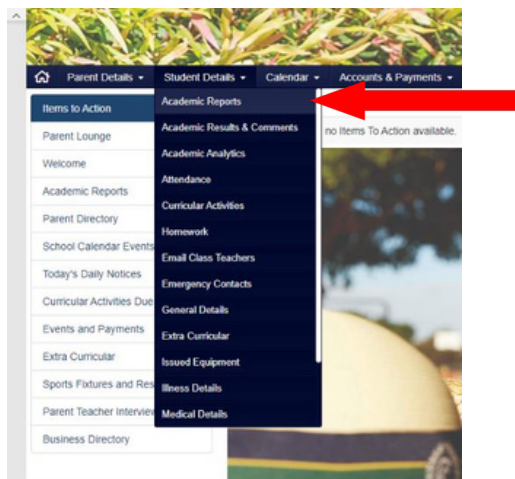
TO UPDATE PARENT ADDRESS DETAILS

To update your Parent Address details, on the home screen click **Parent Details**, then click **Address Details**.
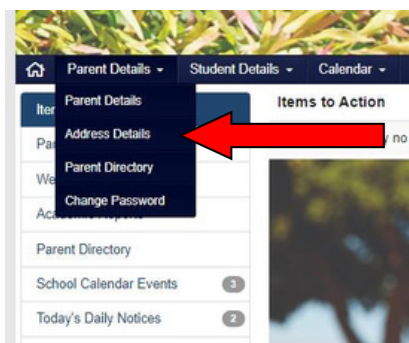
Click **Update Address** or **Update Contact Details** as required

Update the information as necessary and then click **Submit Changes**.

Please Remember: You will not see your updated Address or Medical details on Parent Lounge until the school has approved the 'Update Request'.

Should you require any assistance with using Parent Lounge please contact Student Services at the College Reception 3262 0262 or email StudentServices@clayfield.qld.edu.au
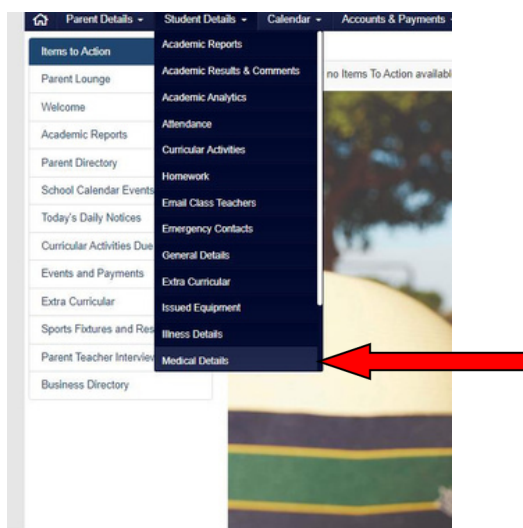
TO UPDATE YOUR CHILD'S MEDICAL INFORMATION

To update your child's Medical Information, click **Student Details** then click **Medical Details**

Scroll through the menu on the left hand side (see below). Click **Update** as required to update current detail, or choose 'New" to add details of a new condition and scroll through the options in the 'Medical Condition'.

Once you have made the necessary changes, click **Submit**

* Please note: You will not see your updated medical details on Parent Lounge until the College has approved the 'Medical Update Request'. If you have any queries, please contact Student Services at the College Reception email StudentServices@clayfield.qld.edu.au .

BOOKING AN APPOINTMENT FOR STUDENT/PARENT/TEACHER CONFERENCES or INTERVIEWS

These interviews/conferences are held in Semester 1 and Semester 2, as per the following formats:

Pre-Prep: Parent Teacher Interviews
                 Students are not required to attend.

Prep – Year 12: Student/Parent/Teacher Conferences
                 Students are required to attend with their parents/caregiver for a collaborative discussion with the teacher.

When advised to do so, parents are requested to book appointments with relevant teachers on Parent Lounge. Under **Parent Details**, choose 'Parent Teacher Interviews'.
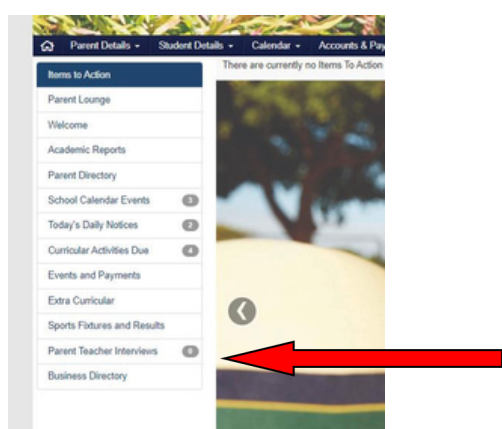
Click on this and then under the Parent Teacher Interview heading, off to the right of your screen, you will see a "Book Now" button. Please click on this button.

This will take you to a table where you will see your child's name and teacher(s).

Choose the teacher you wish to speak to and click on "Book an appointment".

Then choose your appointment time by picking a time from the drop- down menu. This list will get smaller as more appointments are made.

Next 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 (they can send an email message at this point too). Then you can rebook a different time.

Once you have finished your bookings, look for the printer icon towards the top right of your screen to produce a printable pdf of your scheduled meetings.

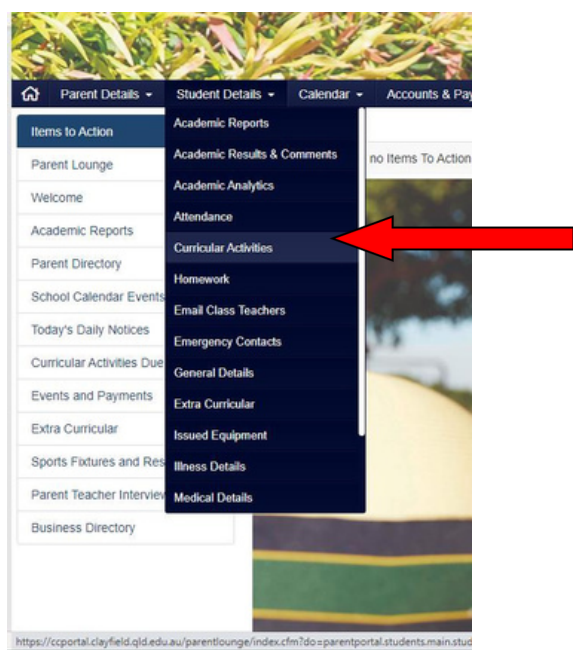# VIEWING USEFUL DOCUMENTS ON PARENT LOUNGE

Useful documents can be found under **School Links** on the home page (for example policy document, teaching & learning documents:

Primary School: Welcome to Prep

                        Co-Curricular Programs
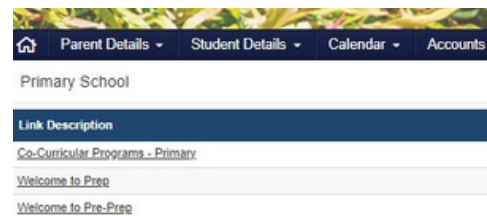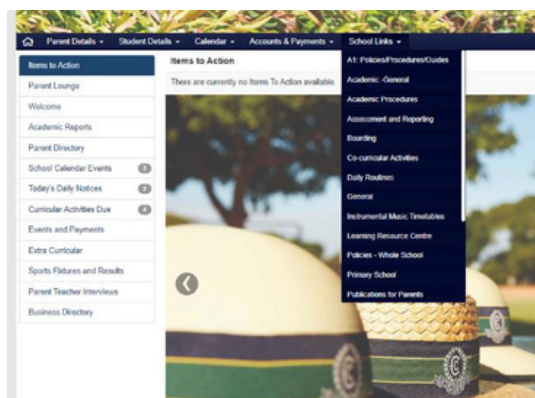
VIEWING YOUR CHILD'S ASSESSMENTS AND DEADLINES

Click on **Student Details**, then 'Curricular Activities' to view all their subject details.


All the semester assessments will be displayed.

Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Status
IA3 Research Investigation	Chemistry 12 A	N	02/06/2023	14/07/2023	21/07/2023	Preview
Spanish IA3	Spanish 12 A	Y	22/05/2023		02/06/2023	Preview
IA3 Argumentative Essay	Legal Studies 12 A	Y	04/05/2023	25/05/2023	01/06/2023	Preview
Imaginative response	English 12 A	Y	22/05/2023		30/05/2023	Preview
Short answer test	Christian Education 12 B	Y	17/04/2023		29/05/2023	Preview
IA2 Student Experiment	Chemistry 12 A	Y	17/03/2023	21/04/2023	28/04/2023	Not Submitted (Draft)
IA1-literary article	English 12 A	Y	20/02/2023	17/03/2023	21/04/2023	Submitted (Draft)
IA2- Student Experiment	Biology 12 A	Y	24/02/2023	17/03/2023 ⚠	29/03/2023	Submitted (Draft)
IA2	Mathematical Methods 12 A	Y	22/03/2023		28/03/2023	Not Completed
Spanish IA2	Spanish 12 A	Y	22/03/2023		28/03/2023	Not Completed
IA1 - Data Test	Chemistry 12 A	Y	23/03/2023		24/03/2023	Results Pending
IA 1	Legal Studies 12 A	Y	22/03/2023		23/03/2023	Assessed
In class essay	Christian Education 12 B	Y	13/03/2023		20/03/2023	Not Completed
IA2 Inquiry Report	Legal Studies 12 A	Y	10/02/2023	03/03/2023 ⚠	10/03/2023	Submitted (Draft)
IA1 (PSMT)	Mathematical Methods 12 A	Y	06/02/2023		06/02/2023	Assessed
IA1 Data Test	Biology 12 A	Y	23/01/2023		23/01/2023	Assessed
IA2 persuasive speech	English 12 A	Y	01/11/2022		30/11/2022	Assessed

By Week 3 of each semester, students and their parents will be notified that the Assessment Calendars are available on Parent Lounge. These display scheduled assignments, in-class tests as well as block exam periods. Click **School Links**, then 'Assessment & Reporting' and the 'Assessment Calendar' for your child's year level.

VIEWING PROGRESSIVE REPORTS

Parents will be notified by the subject teacher when a progressive report is available after an assessment task has been marked. Choose **Student Details** tab, then 'Curricular Activities' on the menu. In top right of screen, pick the year you wish to examine.
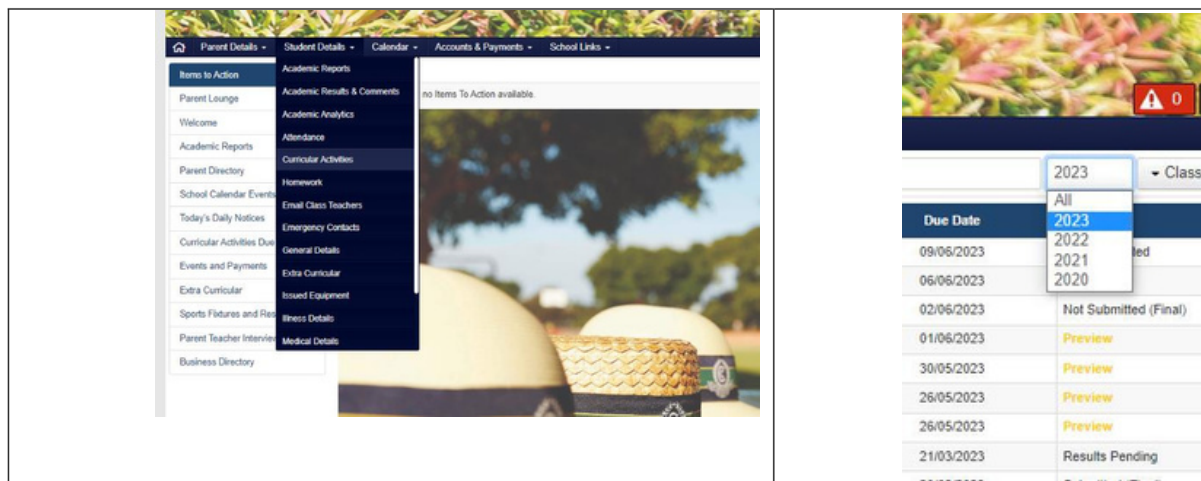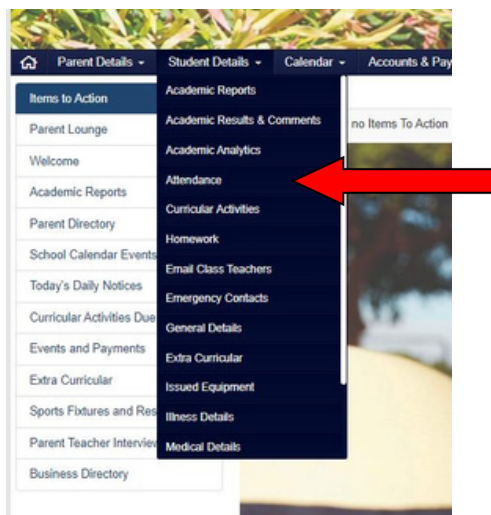

Click the subject that has 'Assessed' in the right column. You can see the assessment mark and teacher feedback when you scroll down the page.

TO VIEW ATTENDANCE RECORDS

Once you have logged into Parent Lounge, pick **Student Details** tab and scroll down to 'Attendance'.

The recorded absences will be listed in rows, including the Reason.

Absent Date	Absent Type	Reason	Recurring	Parent Notified	Parent Acknowledg...
▼ 2023/1 (SEMESTER - 1)					
24/03/2023	Absent - Whole Day	Excursion		N/A	N/A
23/03/2023	Absent - Whole Day	Excursion		N/A	N/A
22/03/2023	Absent - Whole Day	Excursion		N/A	N/A
21/03/2023	Late for School [8:39am]	School Sanctioned Leave		N/A	N/A
20/03/2023	Early Departure [12:55pm]	School Sanctioned Leave		N/A	N/A
17/03/2023	Absent - Lesson [Flexible Time]	Unexplained		No	No
16/03/2023	Early Departure [1:37pm]	School Sanctioned Leave		N/A	N/A
16/03/2023	Late for School [8:21am]	School Sanctioned Leave		N/A	N/A
13/03/2023	Late for School [8:59am]	Trouble with Transport		No	Yes
08/03/2023	Late for School [8:36am]	Trouble with Transport		No	No
06/03/2023	Absent - Whole Day	Sick		No	Yes

Any queries should be directed to StudentServices: email StudentServices@clayfield.qld.edu.au .

PASTORAL CARE NOTIFICATIONS

If a child recieves a Pastoral Care merit or infringement, Senior School parents will recieve an email to advise them that the details of the notification are in Parent Lounge.

On the Home screen, click on the **Alert** logo to view the details of the notification

To view the history of Pastoral Care notifications, choose **Student Details** and then 'Pastoral Care' in the drop down menu.
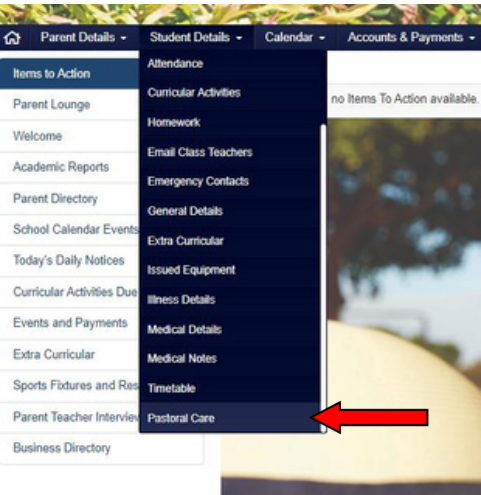
The semester list will be displayed.

Date / Time	Type	Conduct	Outcome	Comment
− 2023				
10/03/2023 at 10:58am	Appearance	Unsatisfactory (Infringement)	Infringement	Formal shoes worn with HPE uniform
03/03/2023 at 2:30pm	Appearance	Unsatisfactory (Infringement)	Infringement	No HPE uniform
23/02/2023 at 7:32am	Positive behaviour	Merit Point		Excellent behaviour at Assembly this week. ....

VIEWING USEFUL DOCUMENTS ON PARENT LOUNGE

Useful documents can be found under **School Links** on the home page (for example policy document, teaching & learning documents:

Senior School: subject selection handbooks

                     ATAR presentation video

                     List of Tutorials on offer