

14 June 2023

Dear Parents and Caregivers

Pre-Prep Parent Teacher Interviews 2023 – Term 3
P-6 Student/Parent/Teacher Conferences 2023 – Term 3

Pre-Prep Parent Teacher Interviews and P-6 Student / Parent / Teacher Conferences will be held in Term 3 as per the following schedule: -

Pre-Prep / Prep - 6	Tuesday 11 July	3:30pm – 7:00pm
	Location: Core Classrooms	
Pre-Prep & *Class 40	Wednesday 12 July	3:30pm – 5:30pm (Pre-Prep) 3:30pm – 7:00pm (Class 40)
	Location: Core Classrooms	
Pre-Prep / Prep - 6 (Excludes Class 40)	Thursday 13 July	3:30pm – 7:00pm
	Location: Core Classrooms	

**40 refer communication emailed 13/06.*

Students in Prep to Year 6 are encouraged to attend the conference with their parents/caregiver to collaboratively discuss their progress and goals for the remainder of the year.

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.

It is encouraged for PTIs/SPTCs to be held face-to-face; however, should attendance via Zoom be required please request this in the comments when booking.

Please make your booking through **Parent Lounge / Parent Teacher Interviews**, which will be open from **7:00pm Wednesday 14 June**. The bookings will close at **9:00pm Sunday 9 July**. 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 and password.
- On the side menu find 'Parent Teacher Interviews'.

Let your light *shine*

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- 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.
- **If interview/conference to occur via Zoom, please ensure to request this in the booking comment.**
- 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/conferences.

Yours sincerely



Mrs Audrey Fellowes
Deputy Principal-Head of Primary

