



Clayfield College

29 February 2024

Dear Parents and Caregivers

**Pre-Prep Parent/Teacher Interviews 2024  
P-6 Student/Parent/Teacher Conferences 2024**

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

Term 1 interviews/conferences will be held in Week 9 as per the following schedule: -

Pre-Prep	Tuesday 19 March	3:30pm – 7:00pm
	Wednesday 20 March	3:30pm – 5:30pm
	Thursday 21 March	3:30pm – 7:00pm

Location: Pre-Prep Classroom

Prep-Year 6	Tuesday 19 March	3:30pm – 7:00pm
	Thursday 21 March	3:30pm – 7:00pm

Location: Core Classrooms

Students in Prep to Year 6 are encouraged to attend the conference (whether it be via zoom or face-to-face) with their parents/caregiver to collaboratively set goals for the year ahead.

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.

Please make your booking through *Parent Lounge / Parent Teacher Interviews*, which will be open from **7:00pm Friday 1 March**. The bookings will close at **9:00pm Wednesday 13 March**. Please access the booking system as follows:

- Go to the College's website ([www.clayfield.qld.edu.au](http://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'.
- 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 (e.g. *interview/conference via Zoom*)

## Let your light *shine*

P: +61 7 3262 0262 23 | Gregory Street Clayfield QLD 4011  
PO Box 387 Clayfield QLD 4011 [clayfield.qld.edu.au](http://clayfield.qld.edu.au)

**A School of the Presbyterian and Methodist Schools Association**  
A.B.N. 83 986 300 603 | CRICOS Code: 00493G

- 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

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

