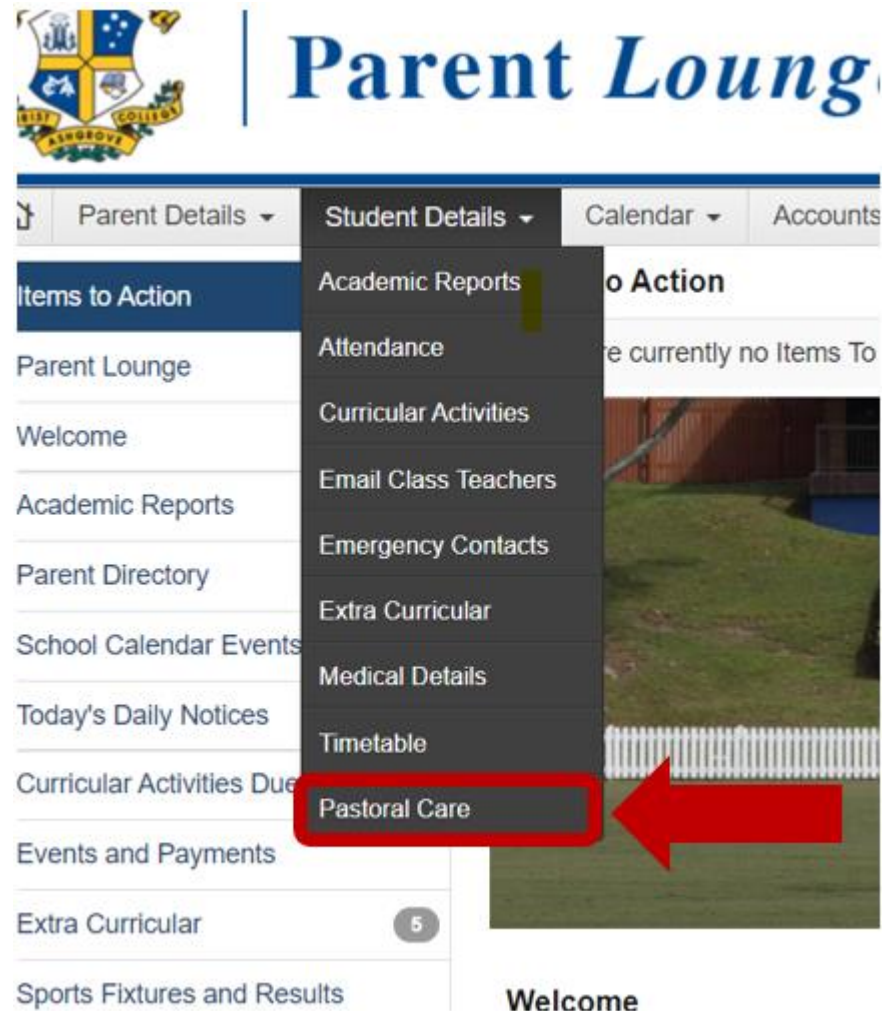




# Step One

Once logged into Parent Lounge, please click on **Student Details > Pastoral Care** to view your child's pastoral care entries. If you have more than one son at the College, please use the toggle filter at the top of the screen to move between your children.





# Step Two

You may wish to view the Pastoral Care Entry by clicking on the magnifying glass.

Here you will see additional information including date, time, subject, outcome and any further information including contact details if you have any further questions.

Date / Time	Type	Conduct	Outcome	Comment	Action
23/02/2023 at 1:44pm	Classroom/Curriculum	Behaviour (RTC - Withdrawal from Class)	Responsible Thinking Centre		Q ✓
10/02/2023 at 10:52am	Classroom/Curriculum	Behaviour (RTC - Withdrawal from Class)	Responsible Thinking Centre		Q ✓
01/02/2023 at 9:51am	Classroom/Curriculum	Behaviour (RTC - Withdrawal from Class)	Responsible Thinking Centre		Q ✓

**Pastoral Care Entry**

Student: [Dropdown]

Date: 23/02/2023 [Calendar] Time: 01:44 pm [Dropdown]

Type: Classroom/Curriculum

Subject: 10 Biology 101

Conduct: Behaviour (RTC - Withdrawal from Class) [Red Circle]

Comment: [Text Area]

Outcome: Responsible Thinking Centre

Parent Acknowledged: No [Dropdown] [Calendar]

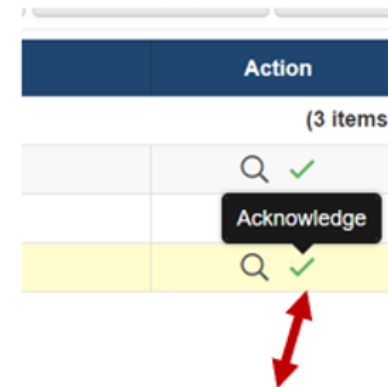
Cancel



# Step Three

Please click on the Green Tick (Acknowledge) in the Action Column and then change the Parent Acknowledge to **YES** and then click on Submit Change.

This will let the College know that you are aware of and have read the Pastoral Care entry.



Pastoral Care Entry

Student: [Dropdown]

Date: 23/02/2023 [Calendar] Time: 01:44 pm [Dropdown]

Type: Classroom/Curriculum

Subject: 10 Biology 101

Conduct: Behaviour (RTC - Withdrawal from Class) [Radio]

Comment: [Text Area]

Outcome: Responsible Thinking Centre

Parent Acknowledged: Yes [Dropdown] 21/03/2023 [Calendar]

Cancel [Button] Submit Change [Button]