13 June 2023

Dear Parents and Caregivers

**P-6 Student/Parent/Teacher Conferences 2023 – Term 3**

**4O SPTC Schedule Update Tuesday 11/07 and Wednesday 12/07**

**Pre-Prep Tuesday 11 July, 3:30pm – 7:00pm**

**Wednesday 12 July, 3:30pm – 5:30pm**

**Thursday 13 July, 3:30pm – 7:00pm**

Location: Pre-Prep Classroom

**Prep-6**  **Tuesday 11 July, 3:30pm – 7:00pm**

***Wednesday 12 July, 3:30pm – 7:00pm (Class 4O only)***

**Thursday 13 July, 3:30pm – 7:00pm *(excluding Class 4O)***

Location: Core Classrooms

**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’ 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](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.
* 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

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**Mrs Audrey Fellowes**

**Deputy Principal-Head of Primary**