



CLAYFIELD COLLEGE

Let your light shine

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clayfield.qld.edu.au

15 June 2022

Dear Parents and Caregivers

Pre-Prep Parent Teacher Interviews and P-6 Student/Parent/Teacher Conferences – Term 3 2022

Pre-Prep Parent Teacher Interviews and P-6 Student / Parent / Teacher Conferences will be held in Term 3 with the option to attend in person or via zoom, as per the following schedule:-

	Interview/Conference Schedule
Pre-Prep Parent Teacher Interviews	Week 1 Tuesday 12 July & Thursday 14 July 2:30pm – 7:00pm Pre-Prep Classroom or via Zoom
P-1, 3-6 Student/Parent/Teacher Conferences	Week 1 Tuesday 12 July & Thursday 14 July 3:30pm – 7:00pm Core Classroom or via Zoom
Year 2 Student/Parent/Teacher Conferences <i>Refer Year 2 parent communication emailed 13/06</i>	Week 5 Monday 8 August, Tuesday 9 August & Thursday 11 August 3:30pm – 5:30pm Core Classroom or via Zoom

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.

Your booking is to be made through *Parent Lounge / Parent Teacher Interviews*, which will be open from **7:00pm Thursday 16 June**. The bookings will **close at 9:00pm Sunday 10 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 (the 5-digit parent code found on your fees statement) and password (which is 'password' unless you have changed it).
- 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.
- ***In your booking comment, please note if your will be attending in person or via zoom.***
- 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.

Yours sincerely



Mrs Audrey Fellowes
Deputy Principal-Head of Primary