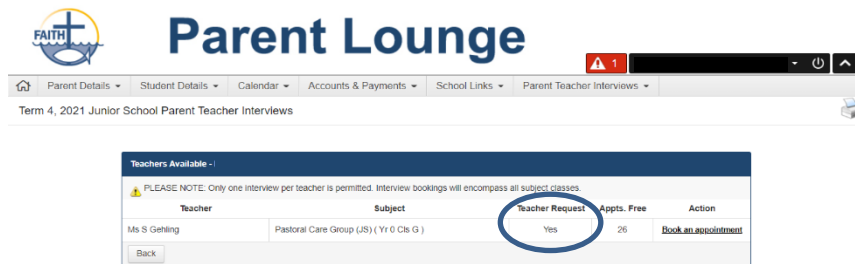


Dear Junior School Families,

On Tuesday, 28 February 2023 we will be holding our Junior School Parent/Teacher Interviews. Each interview will be ten minutes in length and are scheduled back-to-back commencing at 3:10pm, in your child's classroom. We kindly ask that if you need to see more than one teacher, that your appointment bookings are not consecutive, as you will need time to move between classrooms.

Interview appointment times are available every 10 minutes on Tuesday, 28 February between 3:10pm – 6:00pm and 6:30pm – 8:30pm.

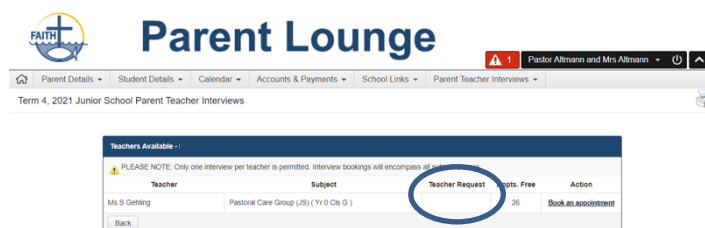
Teachers may request an appointment with you specifically to discuss your child. When you log into Parent Lounge to book your appointment you will see the following if the teacher has requested an appointment to meet with you:



The screenshot shows the 'Parent Lounge' interface. At the top, there is a navigation bar with options: Parent Details, Student Details, Calendar, Accounts & Payments, School Links, and Parent Teacher Interviews. Below this, the page title is 'Term 4, 2021 Junior School Parent Teacher Interviews'. A 'Teachers Available' pop-up window is displayed, containing a table with the following data:

Teacher	Subject	Teacher Request	Appts. Free	Action
Ms S Getting	Pastoral Care Group (JS) (Y10 Cls G)	Yes	26	Book an appointment

This teacher request could be an affirmation of great work and progress or to create an opportunity to work on a plan, as a team, to support your child's learning journey. If your child's classroom teacher **has not** requested to see you, this indicates an interview time for 28 February is optional but not required. If this is the case when you log into Parent Lounge you will see this:



This screenshot is identical to the one above, showing the 'Parent Lounge' interface with the 'Teachers Available' pop-up window. The table in the pop-up window shows a teacher request for Ms S Getting in the Pastoral Care Group (JS) (Y10 Cls G) subject, with 26 appointments free and a 'Book an appointment' link.

Café Flourish will also be open for the duration of the evening and our specialist teachers will be there to serve you and have a chat if you would like to catch up with them.



During your appointment time, the teacher will discuss your child's progress and any areas of concern they may have. It is also an opportunity for you to discuss any concerns or issues you may have regarding your child's progress. If parents and or the class teachers have any concerns or issues that require more than the allocated interview time, a follow up meeting will be scheduled.

To access Parent Lounge go to the URL <https://tass.flcr.qld.edu.au/parentlounge> (this can also be found on our website under Portals), **login with your username and password** and click on the **Parent/Teacher Meeting "book now" icon** to make a booking for your child/ren. Bookings will **open on Monday, 6 February at 12:00pm** and **close on Monday, 20 February at 12:00pm**.

We look forward to meeting with you and sharing in your child's educational journey!

Yours sincerely,



Jodi Blackwell
Head of Junior School

