

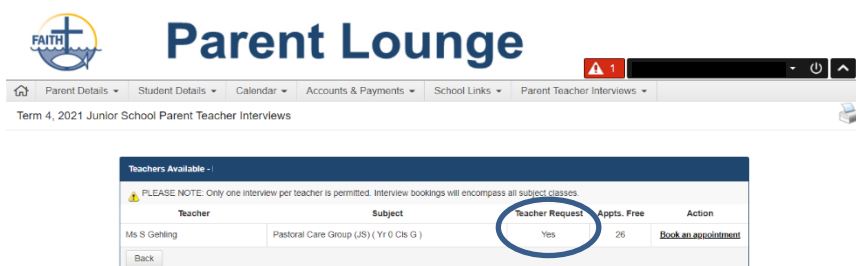
1 August, 2023

Dear Junior School Families,

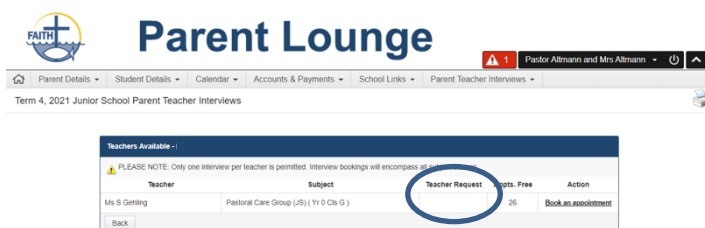
On Tuesday, 29 August 2023 we will be holding our Junior School Parent/Teacher Interviews. Each interview will be ten minutes in length and are scheduled back-to-back commencing at 3:10pm, in the SPAH. We kindly ask that if you need to see more than one teacher, that your appointment bookings are not consecutive, as you will need time to move between interviews.

**Interview appointment times are available every 10 minutes on Tuesday, 29 August 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:



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 that they have had recent/regular communications with you and booking an interview time for 29 August is optional but not required. If this is the case when you log into Parent Lounge you will see this:



During your appointment time, the teacher will discuss your child's progress, celebrate their achievements and provide feedback on any areas of concern. It is also an opportunity for you to ask questions about your child's learning journey. If parents and or the class teachers have any concerns 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 Friday, 4 August at 12:00pm** and **close on Friday, 18 August at 12:00pm**.

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

Yours sincerely,

Kate Hofstee & Emma Brice  
Deputy Heads of Junior School

