



4 March 2019

Dear Parents/Guardians

The Primary Campus Parent Teacher Interviews are scheduled for Monday 25 March and Tuesday 26 March, between 7.30am-8.15am and 3.30pm-8.00pm. The time allocation for each interview will be 15 minutes maximum.

Interviews are strongly recommended for the parents of all Primary students. We ask that you **do not** make multiple bookings with your child's class teacher.

Student Growth Portfolios for students in Preparatory to Year 6 will be available for viewing during these interviews. Student Growth Portfolios provide an opportunity to view some of your child's work samples and to gain feedback on student progress.

We will be using an on-line booking system which will be available to parents through Parent Lounge, using your normal login and password. This system will be open for Primary parents from **7.00am Monday 11 March until 4.00pm Thursday 21 March 2019.**

Please note the following points:

- The system displays only your own children. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- The College advises that we are only able to hold one interview per student.
- Interview time slots are limited. The sooner you access the website and book, the more options you will have. You will only see time slots which are available at the time you are using the system. **Please do not make multiple bookings with the same teacher.**
- You can log in and change Primary campus bookings any time until **4.00pm Thursday 21 March 2019.**
- If you encounter any problems using the online booking system or if you have forgotten your Parent Lounge, username or password please contact Primary Administration on 5585 9950.

Yours sincerely

Ms Lisa Kraft
HEAD OF PRIMARY