



11 June 2024

Dear Parents and Carers

Parent Teacher Interviews – Term 3, 2024

We will be hosting Parent Teacher Interviews for Prep to Year 6 on **Tuesday 16 July from 3.30pm to 7.00pm and Thursday 18 July from 3.30pm to 7.00pm.**

This is a great opportunity to discuss your child's written report in more detail and discuss Semester 2 goals moving forward. You are more than welcome to make an appointment with your child's teacher at other times during the year to also discuss your child's progress.

Interview allotments are **15** minutes and take place in the learning spaces. If you are unable to make the times indicated, please contact your classroom teacher (as no late bookings will be accepted after the bookings close) and make another mutually convenient time.

Interview times are made by:

- Accessing the College Website or App, click Portals then click on the Parent Lounge site, go to Parent Teacher Interviews and follow the prompts.
- If you have not already done so, you will need set up your Parent Lounge access using your college registered email and create your own Password.
- Once in Parent Lounge click on to Parent Teacher Interviews and follow the prompts, book in a 15 minute interview time which is convenient for you.
- The system is open for bookings and will close **midnight Sunday 14 July.**
- If there are **no vacancies** left at the time you book, then please contact the class teacher directly via email, to make a mutually convenient time to come in.

Yours faithfully

Zoe O'Donnell

Acting Head of Junior School - Carbrook

