

22 February 2024

Dear Parents/Guardians

Parent Teacher Interviews – Term 1, 2024

We will be hosting Parent Teacher Interviews for Prep to Year 6 on **Tuesday 12 March from 3.45pm to 7.00pm and Thursday 14 March from 3.45pm to 7.00pm.**

Term 1 Interviews will enable parents to meet with their child's teacher to discuss growth pathways. Our Term 3 interviews, together with reports, provide a structured opportunity for consideration of your child's progress. 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.

Students in Years 3-6 are welcome to attend and contribute to their interview. This is not mandatory but at the discretion of parents and students.

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 will be open for bookings on the morning of **Friday 23 February** and will close **midnight Sunday 10 March.**
- 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

