



Parent Teacher Interviews using Parent Lounge

Bookings for Parent Teacher Interviews are done using Parent Lounge which is accessed via the School website.

Parents who do not have access to the internet may direct their requests for interviews to the Deans' Assistant on 6336 6065. Once the scheduling has been completed parents without internet access will be notified of their appointment times by phone. Please refer to schedule on the bottom of page 2.

The automated scheduling process takes into account teacher requests, parent requests (in order of priority of subjects) and the time/date that the parent request is made. **It is therefore important that you only limit your availability on the night if necessary and that you make your requests for interviews as soon as possible after the bookings open.**

From the School website select the Parent Lounge option and this screen will appear:

Parent Lounge - Login [Forgot Password?](#)

* Username

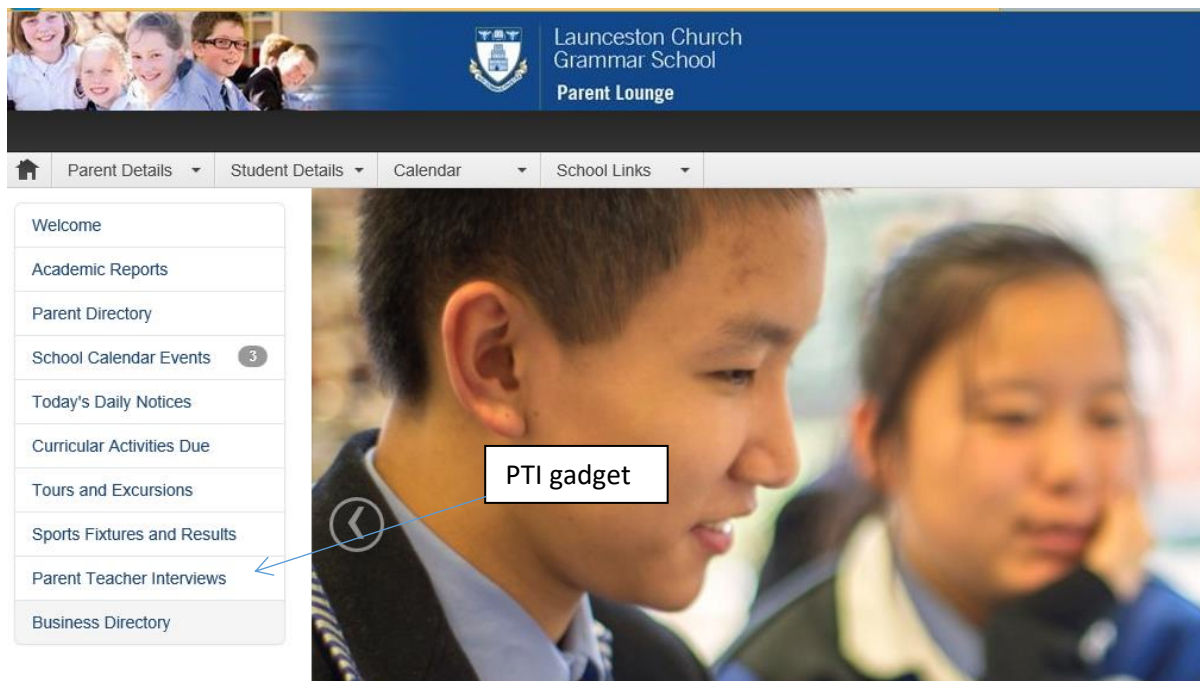
* Password

[System Requirements](#)

To open Parent Lounge, firstly enter your **parent code** in the Username box. Your parent code is the seven digit number that appears on your school accounts.

Then enter your Password. If you can't remember your password follow the 'Forgot Password' prompt and follow the instructions to be able to select a new one. If you require further assistance please contact the Senior Campus Receptionist on 6336 6000.

Parent Lounge will now open to reveal the Home screen. The PTI gadget is towards the bottom of the Home screen.



The PTI gadget on the Home screen will enable you to control the booking process for each child you have in the Senior School. The gadget will list each PTI conference in which you may be involved as they are set up.

Parent Teacher Interview (PTI) scheduling takes place in a number of phases as outlined below. Each phase is indicated by a coloured button in Teacher Kiosk. The colour of the button will vary according to the current phase:



PHASES

1. PTI conference is scheduled by the administrator; the **Scheduled** button is coloured grey. The time/date has not yet arrived for parents to access the PTI conference.
2. The conference is open for teachers.
3. The conference is open for parents to request their preferences; the **Book Now** button is coloured blue.

4. The conference is closed to both teachers and parents **Pending** the administrator scheduling the appointments.
5. The conference is opened again for both teachers and parents to **Review** the bookings made. Changes can be made during this time by both teachers and parents.
6. The conference is locked to prevent any further changes after 3.00 pm on the day of the PTI. Access is only available to parents and teachers to **print** schedules.

The dates for each phase of the booking process for are listed below:

Booking Status in Parent Lounge	Book Now (open for parents to indicate preferences)	Pending (closed for appointment scheduling)	Review (open for amendments or additional bookings)	Review (print-only mode)	Parent Teacher Evening
	OPEN	CLOSED	OPEN	CLOSED	
Grades 11 and 12	9.00 am Monday 13 August	9.00 am Monday 20 August	3.00 pm Monday 20 August	3.00 pm Wednesday 23 August	From 7.00 pm Wednesday 23 August

PHASE 3 To make **requests** for appointments, the green **Book Now** button must be selected. During the Book Now phase, you can:

- **amend contact details** if necessary
- **adjust availability** times if necessary using the drop down boxes. Constraints on your availability may reduce the number of appointments allocated.

Parent details should be checked and amended if necessary

Request	Teacher	Teacher Request	Subject	Priority	Comment
<input checked="" type="checkbox"/>	Mr J Walker		Art	3	add
<input type="checkbox"/>	Miss E Oakford		Drama		
<input checked="" type="checkbox"/>	Miss K Duncan		English	4	add
<input type="checkbox"/>	Mr G Darby		Geography		
<input checked="" type="checkbox"/>	Mrs E Batten		Health and Physical Education	6	add
<input checked="" type="checkbox"/>	Dr N Clements		History	2	add
<input type="checkbox"/>	Ms E Rigney		Home Economics		
<input type="checkbox"/>	Mr B Dudgeon		Japanese		
<input checked="" type="checkbox"/>	Mr W Rostron		Mathematics (AC7)	5	add

- **request** to see up to **six** teachers in order of priority (simply click in each box)
- **add** a comment (up to 500 characters) for a teacher detailing a particular aspect of your child's progress that you would like to discuss in the interview. Select **Confirm**.

Tuesday, 5 May 2015 Session 1

I am available for this Session * Available From 4:00pm * Available To 6:05pm

Appointments

Appointments Available

Appointments Requested

Request	Teacher	Teacher Request	Subject	Priority	Comment
<input checked="" type="checkbox"/>	Mr J Walker		Art	3	add
<input type="checkbox"/>	Miss E Oakford		Drama		
<input checked="" type="checkbox"/>	Miss K Duncan		English	4	add
<input type="checkbox"/>	Mr G Darby		Geography		
<input checked="" type="checkbox"/>	Mrs E Batten		Health and Physical Education	6	add
<input checked="" type="checkbox"/>	Dr N Clements		History	2	add
<input type="checkbox"/>	Ms E Rigney		Home Economics		
<input type="checkbox"/>	Mr B Dudgeon		Japanese		
<input checked="" type="checkbox"/>	Mr W Rostron		Mathematics (AC7)	5	add
<input type="checkbox"/>	Mr R Deavin		Music		
<input type="checkbox"/>	Mrs S Arneil Hepher		Music		
<input checked="" type="checkbox"/>	Mrs E Batten		Science	1	add

Cancel Confirm

Enter a Parent Comment

Parent Comment (73 of 200)

We would like to discuss Peter's difficulty with writing extended answers

Cancel Confirm

Once you have completed your requests it is essential that the **Confirm** tab at the bottom right hand side of the screen is selected.

PHASE 5 During the Review phase, both the parents and teachers can make changes to the schedule of appointments that have been generated during Phase 4. Going to the PTI gadget on the home screen of Parent Lounge, the Review button should be selected. This will take you to the screen detailing the interview conference.

Please cancel any unwanted appointments if you find that you are unexpectedly unable to attend the Parent Teacher Evening. Your cancellation may allow other parents to see a teacher who has limited vacancies.

You may review your appointment schedules online once they have been published to the web. The Print button enables you to generate an appointment listing which can be printed to hard copy if required.

Confirmed Appointments - Azura Witt					
Teacher	Subject	Date / Time	Room	Action	
Mrs E Batten	Science	Tuesday 5 May 4:00pm	Assembly Hall	Cancel	Details
Mr J Walker	Art	Tuesday 5 May 4:06pm	Assembly Hall	Cancel	Details
Dr N Clements	History	Tuesday 5 May 4:12pm	Assembly Hall	Cancel	Details
Mr W Rostron	Mathematics (AC7)	Tuesday 5 May 4:30pm	Assembly Hall	Cancel	Details
Mrs E Batten	Health and Physical Education	Tuesday 5 May 5:54pm	Assembly Hall	Cancel	Details

Teachers Available			
Teacher	Subject	Teacher Request	Action
Mr B Dudgeon	Japanese		Book an appointment
Miss E Oakford	Drama		Book an appointment
Ms E Rigney	Home Economics		Book an appointment
Miss K Duncan	English		Book an appointment
Mr R Deavin	Music		Book an appointment
Mrs S Arneil Hepher	Music		Book an appointment

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The **Details** drilldown from the appointment review screen includes provision for a teacher photo.

Grades 7 and 9 Parent Teacher interviews 2015

Book an Appointment - Azura Witt

Japanese

Mr B Dudgeon

Interview Room

Assembly Hall

Appointment Times Available

* Choose Appointment: 6:00pm - 6:05pm

Attending Parent Details

Parent Attending/Name:

Contact Email: Mobile Phone:

Appointments Already Booked

Tue 5 May 4:00pm - 4:05pm	Mrs E Batten	Science
Tue 5 May 4:06pm - 4:11pm	Mr J Walker	Art
Tue 5 May 4:12pm - 4:17pm	Dr N Clements	History
Tue 5 May 4:30pm - 4:35pm	Mr W Rostron	Mathematics (AC7)
Tue 5 May 5:54pm - 5:59pm	Mrs E Batten	Health and Physical Education

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[Confirm](#)

PHASE 6 After **3.00 pm** on the afternoon of the PT interviews the booking system is closed so that teachers can print their appointment schedules.

Please arrive early to help us to keep the appointments running to schedule. A bell will ring at six minute intervals signalling the end of each appointment. A clock will be provided in each room to assist parents and teachers to keep to time. If you find that five minutes is insufficient to deal with a particular issue in depth please arrange an alternate time to meet with the teacher either later in the evening or on some other occasion.

If you are experiencing difficulties with accessing Parent Lounge or have any other queries please contact Ms Wendy Viney in the Deans' Office on 6336 6065.

Barry Dudgeon
Dean of Studies