Parent / Teacher Conferences
Tuesday 14th and Wednesday 15th March

Dear Parents and Caregivers,

Our Parent Teacher Interviews for Term One will be held Tuesday 14th March and Wednesday 15th March at varying times and will be of 15 minutes duration. If you are unable to attend, or feel that you need more time, an additional appointment will have to be made with your child’s teacher.

If you wish to participate in a conference you will need to book an interview slot on-line in Parent Lounge. The online bookings will open at 8.00am on Monday 6th March and close at 3.00pm on Monday 13th March. Attached is an instruction sheet with how to make your booking. If you have misplaced your login details please email us at: MNM_Office@rok.catholic.edu.au

Parent/Teacher Interviews at MacKillop provide us with the opportunity to discuss your child's progress.

Our aim in conducting Parent / Teacher Conferences is to...

* Ensure that school and home can work in close partnership on your child's education.

* Provide an opportunity for you and your child's teacher to meet so that you can celebrate your child’s achievements and, where appropriate, you can act on any problem areas together.

The conference is intended to focus on your child’s development and on related aspects such as attitudes, work habits, participation, concentration and general progress. It will also be an opportunity to look at areas of strength in your child’s learning and/or to identify certain areas where further development or support is needed.

Please note that the teacher’s comments will not be based on a detailed testing program and no written Report will be issued at this time. End of Semester written reports will be sent home to you at the end of each Semester (Terms Two and Four).

On the back of this note you will find a brief Checklist which you may choose to use in preparing your own thoughts for the Conference. You are invited to note down any discussion points on this checklist and bring this with you to the conference.

Yours in Christ,

A. J. Blakey
Principal
Parents and teachers working in partnership toward better educational outcomes for all students....

PARENT / TEACHER Conference - Checklist for Parents

Evidence based research promoting student success at school...

1. A positive attitude towards school (students, teachers, parents and carers).
2. Mutual respect and effective collaboration among parents and school staff.
3. A high rate of student attendance.
4. A supportive and safe school/home environment where the child feels that they (and their work) are valued.
5. An organised and routine classroom environment that allows students to be attentive and to concentrate.
6. A work area that allows for sustained work on set tasks, both at school and at home.
7. A developing ability to extract meaning from texts.
8. A developing ability to produce a range of written texts.
9. A shared belief that every child can improve their learning, given sufficient support and time.
10. Learning should be challenging and schools and parents should have high expectations for students.

What do you know / need to know about your child?

Does your child?

- □ Appear to be settled in the school environment?
- □ Show self-confidence and a level of self-esteem?
- □ Make a sufficiently broad cross-section of friends and play appropriately with their peers?

Is your child?

- □ Organised
  - Can they organise themselves to complete homework and school tasks?
  - Can they organise their own school bag and school supplies, notes, diary etc.?
- □ Independent
  - Taking responsibility for their learning at home and school?
  - Asking for help when it is needed?
  - Participating in classroom discussion?
  - Able to work in small groups and independently?
- □ Taking pride in their achievements
  - Completing tasks on time and to their ability level?
  - Presenting their work to an acceptable standard?
  - Able to overcome distractions and concentrate on a task for a suitable length of time?
INSTRUCTIONS FOR BOOKING PARENT / TEACHER INTERVIEWS ON-LINE – Prep
Parent Teacher Interviews: Tuesday 14th March and Wednesday 15th March

Online bookings open: 8:00am Monday, 6th March
Online bookings close: 3:00pm Monday, 13th March

To book your Parent/Teacher interviews, please follow the instructions below:

1. Start your internet browser and type in the URL for MacKillop School website:
   www.mnmrok.catholic.edu.au

2. Under Quick Links, click on Parent Lounge, then click on the Parent Lounge icon.

3. a) Enter your Username (6 digit ID code) and Password.
   New parents to MacKillop should have received a letter explaining how to set up your Parent Lounge login.
   Existing parents need to use their login details from last year.
   Please ensure you enter the password exactly as listed, it is case sensitive.
   If you have forgotten or misplaced your password, click ‘Forgot Password?’ Type in your Username (6 digit ID code which can be found on your school fees – Account Number) and you will be emailed a link to reset your password.
   Please note, you must use the same email address as is used for your school newsletters.

   b) Click “Login”.

   NB: If you wish to change your password, this can be done on the next screen (under Parent Details drop down tab).

4. Click on Parent Teacher Interviews located on the left. Then click “Book now”.

5. A new screen will list your child/ren, click “Book”. Then click “Book an appointment”.

6. Click on the drop down box next to “Choose Appointment”.

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5. A new screen will list your child/ren, click “Book”. Then click “Book an appointment”.

6. Click on the drop down box next to “Choose Appointment”. 
7. A list of available times will appear for your child’s teacher. Select a time that is convenient for you. Click “Confirm” to book this time slot. This time should now be listed against the teacher’s name.

8. If you have only one child to book an interview for, you can now print off your booking by clicking the printer icon on the far right hand side.

9. If you have more than one child, to book another interview click “Back” and follow the Steps 4 to 9 again.

10. Click “Back” to take you to the Home Page.

11. When you have completed booking your interview/s, to log out click on the icon on the right side.

If your child’s teacher is fully booked and you wish to have an interview, please see your child’s teacher to organise an alternative time.

Also, if you wish to cancel or change an appointment, please follow the steps as per when making a booking but choose “Cancel Appointment”.

Please do not hesitate to contact the School Office if you have any questions via email: MNM_Office@rok.catholic.edu.au