

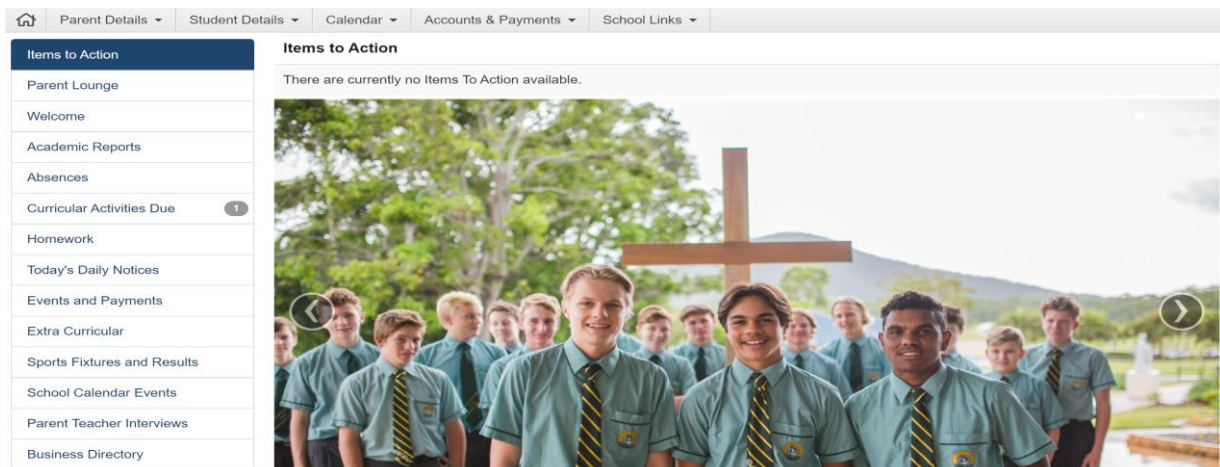
Parent Lounge – Instructions

1. Parent Lounge can be accessed through the St Brendan's website at www.stbrendans.qld.edu.au
2. The Parent Lounge Login can be found in Community or by scrolling to the bottom of the page



3. Log in to Parent Lounge using the Username and Password that was mailed to you. Your username is your parent code, which can also be found on your student fees account. If you have forgotten your password (or cannot locate your parent code for your username), please contact the office on 4939 9300.

Once you have accessed Parent Lounge you will see the following screen. These instructions will help you familiarise yourself with Parent Lounge.



Parent Details Tab

1. Updating your details

You can update your contact details by clicking on Parent Details and select Update Address Details. It will show you the details the College currently has for you. If you want to change anything, click on Update Address, amend your details and Submit. Please be aware that we will only accept one mobile number to receive SMS messages.

2. Change your password.

You can change your password to something that is more familiar to you by clicking on Parent Details and select Change Password and follow the instructions. If you ever forget your password just contact the College and it can be reset for you.

Student Details Tab

1. Academic Reports – View and print your sons Academic Reports.
2. Attendance – View your sons absentee entries, and reasons for being absent for the day or classes.
3. Curricular Activities - View assessment that has been set, due dates and if your son has submitted his work.
4. Homework – View homework that has been set (usually given verbally and not always recorded here).
5. Email Class Teachers – Email your sons class teachers.
6. Emergency Contacts – View and change your sons’ emergency contacts.
7. General Details – View your sons’ personal details including updating media consents.
8. Extra-Curricular – View your sons’ extra-curricular involvement in music, sport and academic awards.
9. Medical Details – View your sons’ medical details.
10. Timetable – View your sons timetable.

Academic Reports

You can view and print your sons Academic Report by clicking on the attachment



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Parent Details ▾ Student Details ▾ Calendar ▾ Make a Payment ▾ School Links ▾

Academic Reports - Lachlan McLeod

Given Name	Surname	Year / Period	Description	
- Lachlan Tyler				(2 Items)
Lachlan Tyler	McLeod	Term 4, 2017	School Report	
Lachlan Tyler	McLeod	Term 3, 2017	School Report	

Attendance

Add an absence for your son/s.

View your son/s attendance for the term or change the dates to view the year.



Attendance

▾ Absence Type ▾ Date Range ▾ Print + Add Absence Notification

Absent Date	Absent Type	Reason	Recurring	Parent Notified	Parent Acknowledged	Action
• 2023/2 (Term 2)						
19/05/2023	Absent Part Day [8:45am-10:10am]	Exam Block		N/A	N/A	Q
09/05/2023	Absent from School	Sick/Injury		No	Yes	Q

Curricular Activities

You can see further details for any activity merely by clicking on it. This will give you any resources associated with the task including the task sheet; whether your son has to submit his assignment electronically and if so, has he submitted it; once it has been assessed comments from his teacher.

Curricular Activities 2023 ▾ Classes ▾ Activities ▾ Print

Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Status
Sports Psychology Exam	Physical Education - Senior 11 1	Y	13/06/2023		14/06/2023	Preview
FA2 - Assignment	Religion and Ethics 11 2	Y	08/05/2023	06/06/2023	13/06/2023	Not Submitted (Draft)
FA2 Student Experiment	Psychology 11 1	Y	24/04/2023	15/05/2023	05/06/2023	Not Submitted (Draft)
FA2 Persuasive Speech	English 11 3	Y	28/04/2023	15/05/2023	29/05/2023	Not Submitted (Draft)
Exam1	Mathematical Methods - Senior 11 1	Y	24/04/2023		19/05/2023	Not Completed
Unit 1 Exam (Part B)	General Mathematics - Senior 11 2	Y	25/01/2023		15/05/2023	Not Completed
FA1 Data Test	Chemistry 11 3	Y	31/01/2023		27/03/2023	Assessed

Email Class Teachers

- You can email your sons teachers for any subject by clicking on the envelope

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Parent Details ▾ Student Details ▾ Calendar ▾ Make a Payment ▾ School Links ▾ Mr and Mrs Smith ▾

Email Class Teachers - Lachlan McLeod Lachlan McLeod ▾ Refresh Email All

Given Name	Surname	Subject	Class	Teacher	
+ Lachlan (9 items)					
Lachlan Tyler	McLeod	Assembly	2	Mr P Picoto	
Lachlan Tyler	McLeod	Contemporary Ensemble Class	1	Mr J Ingram	
Lachlan Tyler	McLeod	Digital Technology	1	Mr P Grove	
Lachlan Tyler	McLeod	Extension English	1	Mrs L McLeod	
Lachlan Tyler	McLeod	Extension History	1	Mrs K Morley	
Lachlan Tyler	McLeod	Extension Mathematics	1	Mr K Beasley	
Lachlan Tyler	McLeod	Extension Science	1	Mrs K Jones	
Lachlan Tyler	McLeod	Pastoral Care	3	Ms C Gooch	
Lachlan Tyler	McLeod	Religious Education	3	Mr P Picoto	

General Details

- View Student Details
- Update Media Permissions

Student Details	Abstudy	N	Place of Birth	Australia
Other School Details	Marketing Permission	N	Medical	
Media Permissions	Visa	N	Media Permission	
	Position in Family			
	Laundry Number			
	LDAP			
	Passport Number			
	CRN			
	Media Permissions			
	Third Party	Y		
	School Based Publications	Y		
	Marketing	Y		
	Social Media	Y		
	Website	Y		
	YouTube	Y		
	Catholic Education Community	Y		
				Update

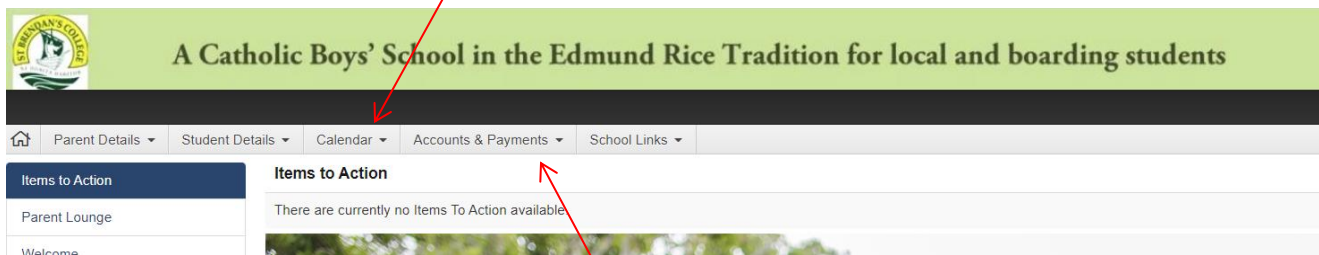
Timetable

You can view your sons' timetable from the Student Details tab

Calendar Tab

You can view the following areas Calendar Tab.

- School Calendar – View scheduled school events and holidays
- Daily Notices – View notices that are read to students during PC
- eDiary – View students electronic diary



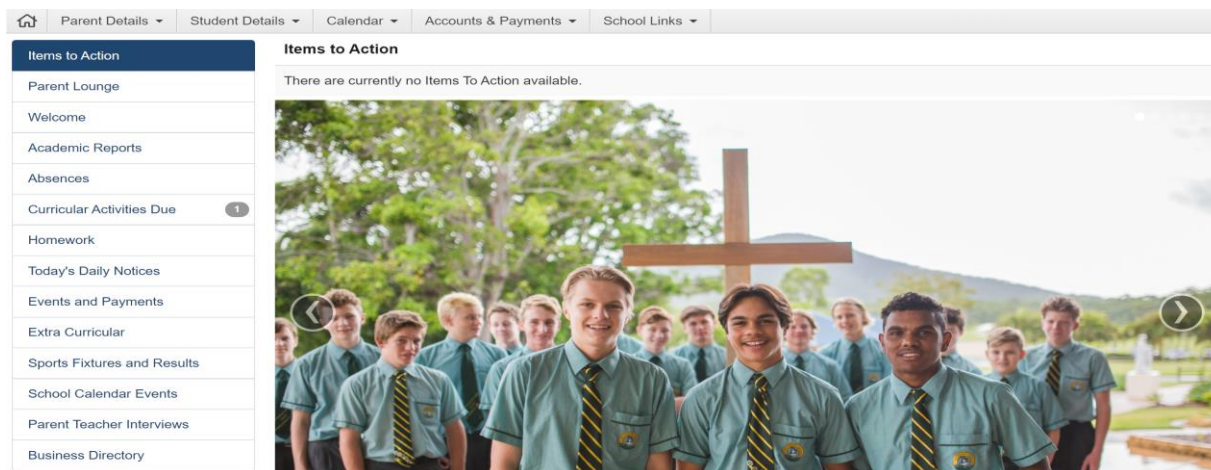
Accounts and Payments

View current account details and statements (online account payments will be coming soon)

School Links

View student and parent instructions

The side bar on the home screen provides easy access to a number of the above areas, plus some other additional areas.



1. Daily Notices

2. **Events and Payments** – View and accept excursions and event (online payment options coming soon)

3. **Sport Fixtures and Results** – Not currently in use

4. **Parent Teacher Interviews** - Parent/Teacher Interviews are booked here. You will receive an email and instructions each time interviews are available.