

At Kalamunda Christian School we believe that the partnership between families and the school is fundamental.

All parents are provided with access to our Parent Lounge portal, allowing you to see more of what is happening at your school and giving you more opportunities for better communication.

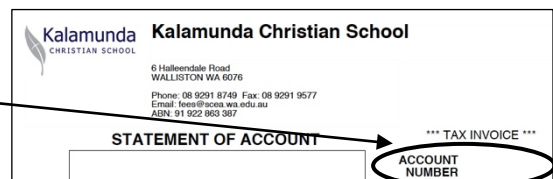
Each family has a unique Username and Password to access their web-based Parent Lounge portal. There is much to see through Parent Lounge. We recommend that you explore the site to give yourself a true picture of the information available to you.

- Attendance data
- Academic reports
- Excursion permissions
- Student allergy records
- Student timetables
- Account statements
- Parent teacher interview bookings
- Teacher contact information

Logging In

Go online to: <https://kal-tass.scea.wa.edu.au/parentlounge>

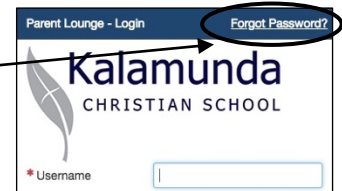
Your Username is your Account Number from your statement. Temporary passwords were issued to all families when Parent Lounge was launched in 2017 and new families receive passwords on commencement.



Reset Password

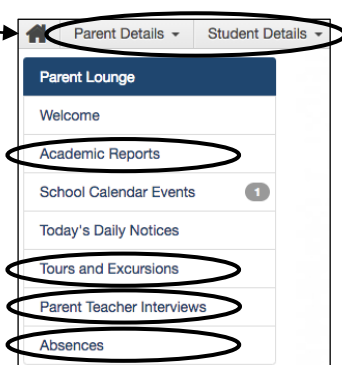
If you forget your password, click on **Forgot Password?**, enter the information as prompted and click save.

A link will be emailed, allowing you to reset your password.



Verify Your Details

Please take the time to check that your details are correct. You can submit changes to your address, email address and phone number here.



Academic Reports

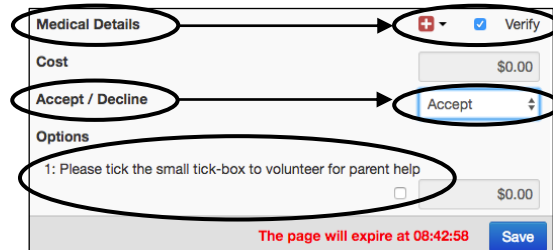
Student reports are uploaded to the Parent Lounge portal twice a year at the end of each semester, in June and December. You will receive an email advising you when these are available. We recommend that you save the PDF report onto your own computer for future records.

Music reports are also available on Parent Lounge, however NAPLAN reports are not available.

Excursion Permissions

Parent permissions are recorded through the Parent Lounge portal. Please follow the instructions below to provide permission for your child to attend an excursion.

- Click **Tours and Excursions**, then click on the excursion.
- **Medical Details: Review** (click the red cross, update if necessary) and **Verify** (small tick box).
- **Accept / Decline**: Click the drop-down menu and select either Accept or Decline.
- **Options**: To volunteer for parent help (if applicable) click the small tick box. Click **Save**.



Absences

By law, schools must record student absences. If your child is absent, please notify the school immediately by means of a phone call or email (to schooloffice@kalamundacs.wa.edu.au) first thing in the morning.

Parents can also acknowledge any unexplained absences on their Parent Lounge portal.

Parent Teacher Interview Bookings (Only Available Mid-Year)

You will receive an email advising you when online bookings open up for the annual Mid-Year Parent Teacher Interviews.

- Click **Parent Teacher Interviews**.
- Click **Book Now** and follow the prompts to book your appointment.