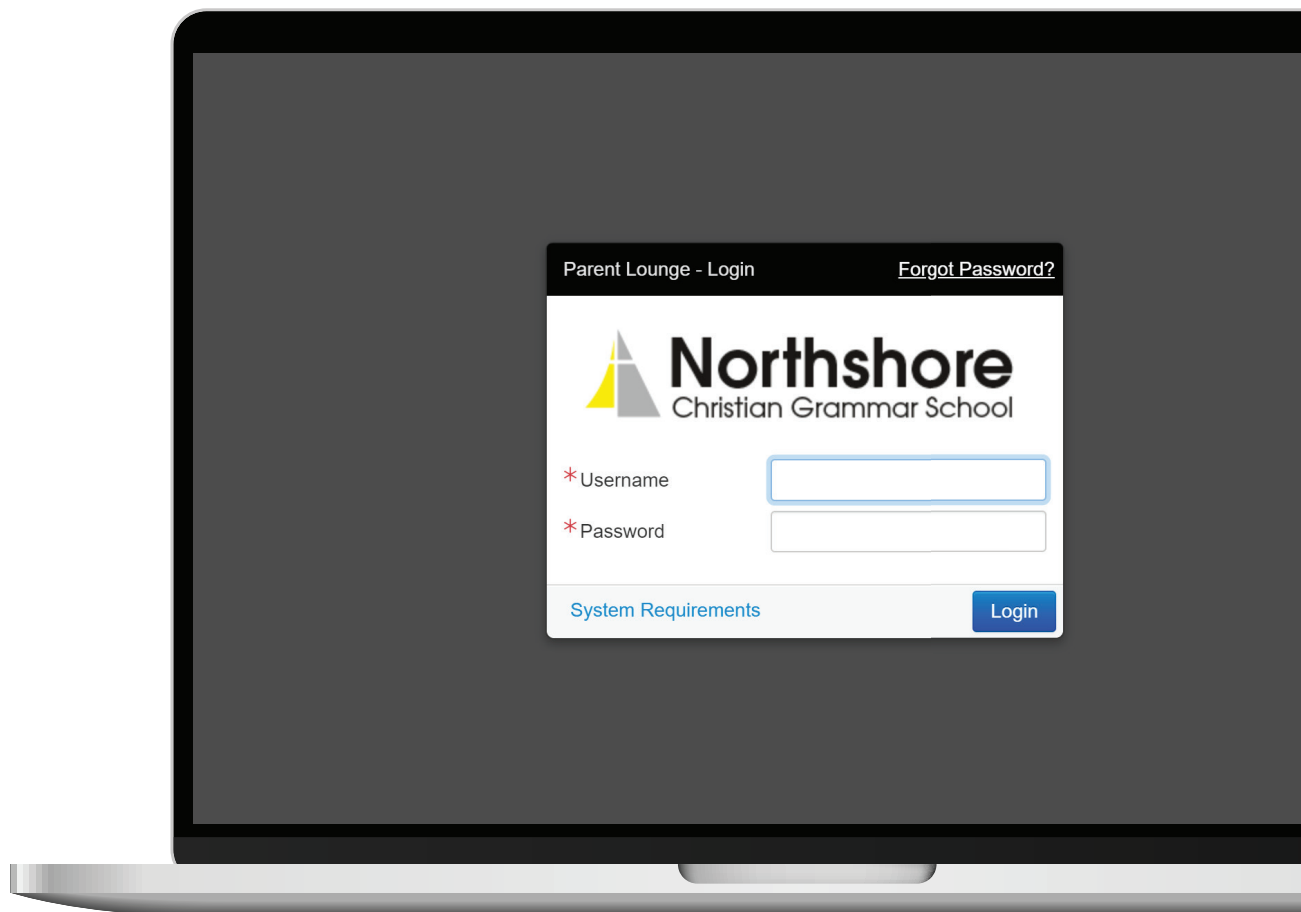


Parent Lounge Guide



*A how-to
guide for using
Parent Lounge
at Northshore*

Parent Lounge Guide

Welcome to Parent Lounge!

Parent Lounge provides a range of online processes and resources to parents to streamline day-to-day school administration.

Parent Lounge links to the student version called Student Café and the Teacher version called Teacher Kiosk. You will be issued a username and password once enrolment is complete.

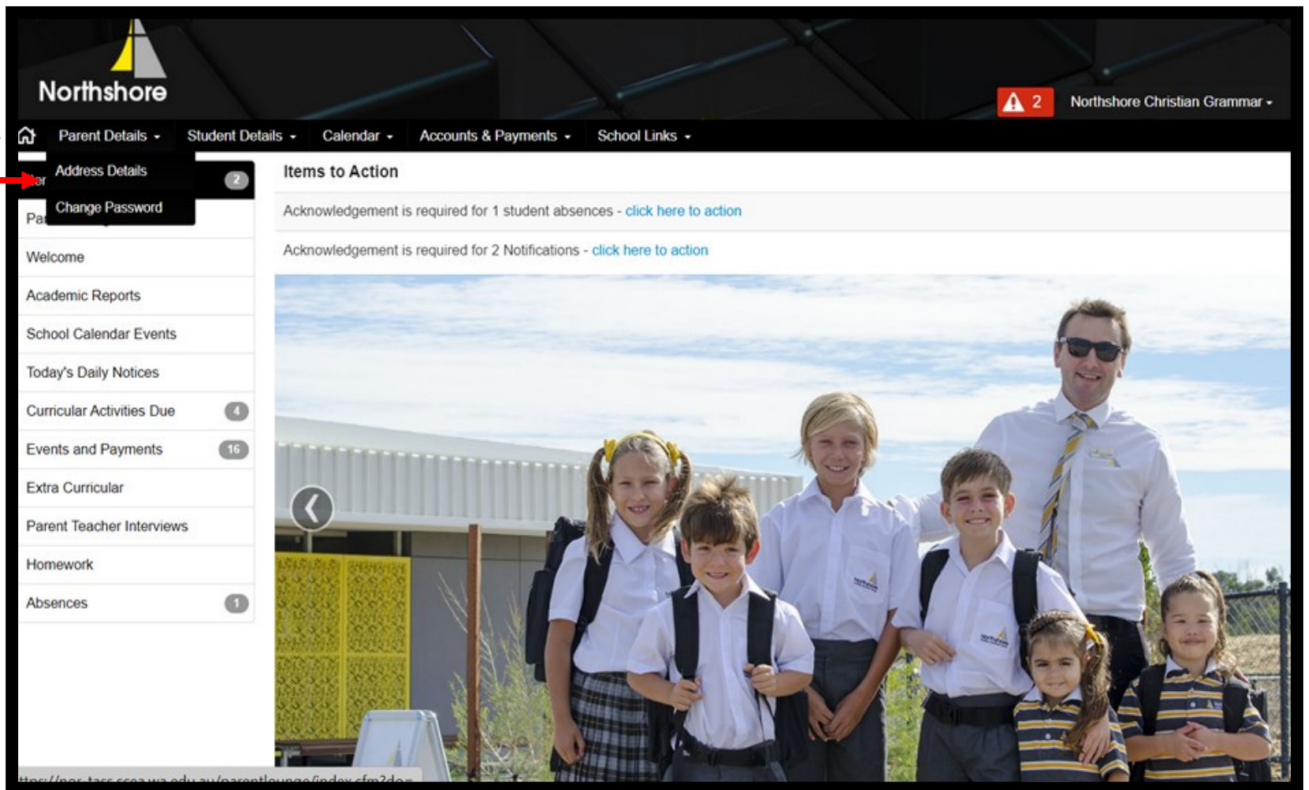
Access Parent Lounge at the following link:
nor-tass.scea.wa.edu.au/parentlounge/



Parent Lounge Guide

Parent Details Tab

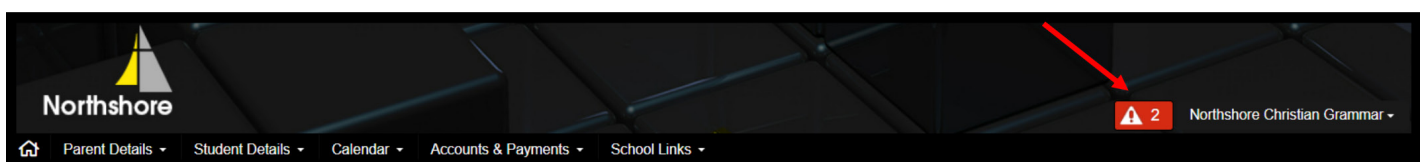
From the home screen, click on the Parent Details tab to change your contact details including the names and phone numbers of emergency contacts. Please make updating any changes to contact details e.g. moving house or changing phone number a priority.



Notifications

The notification tab indicates any areas of acknowledgement that require a parent's attention. This might include:

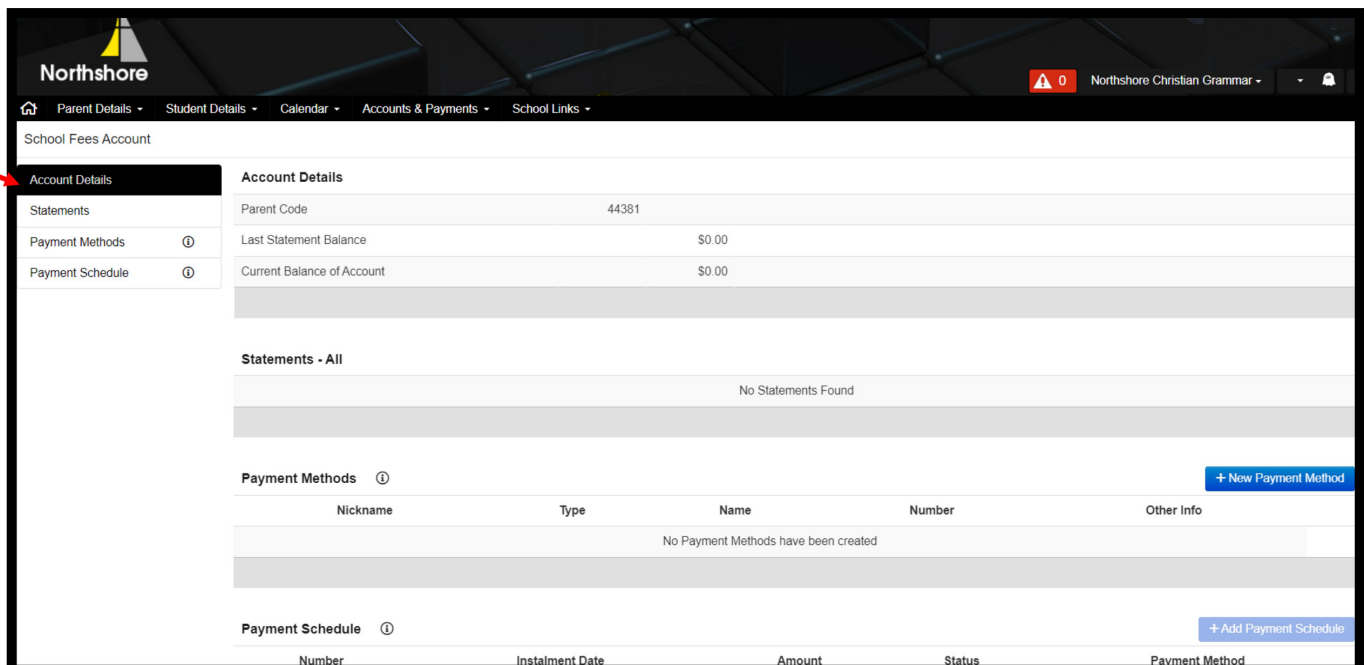
- The parent needing to explain an absentee
- The parent acknowledging a pastoral care entry



Parent Lounge Guide

School Fees

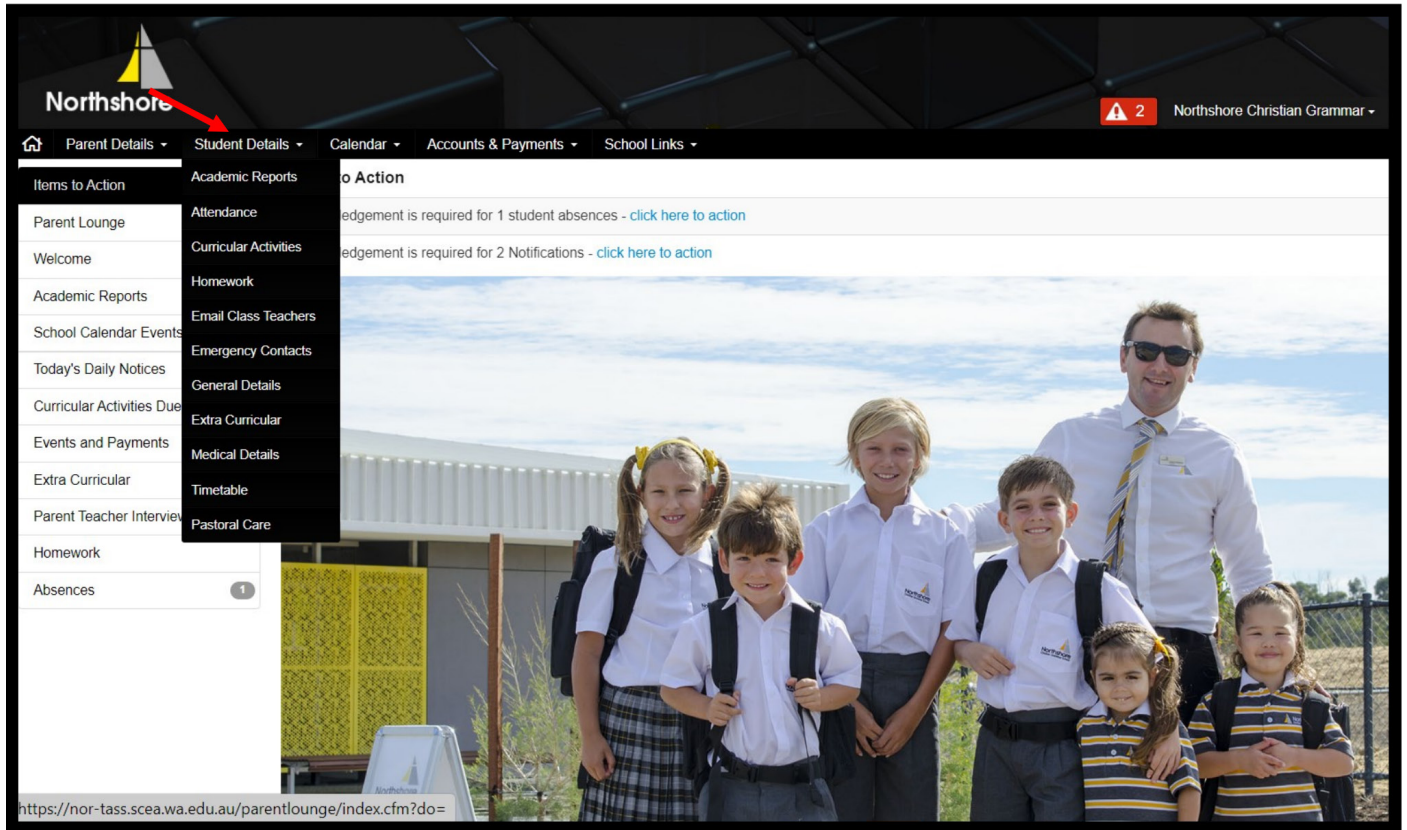
From the home screen, click on the Accounts and Payments tab to view statements and set up fee payment methods and schedules.



Parent Lounge Guide

Student Details Tab

From the home screen, click on the Student Details to access the following items.



Academic Report

These are loaded on at 4pm on the last day of each semester. If you have more than one child, there is a drop down box in the right hand corner to select the relevant student.

Year / Period	Description	Action
2022 S1 Middle School Report	School Report	(5 items)
2022 Semester 2 School Report	School Report	
2021 Semester 2 Primary Report	School Report	
2021 Semester 1 Primary	School Report	
2020 Primary Reports S2	School Report	

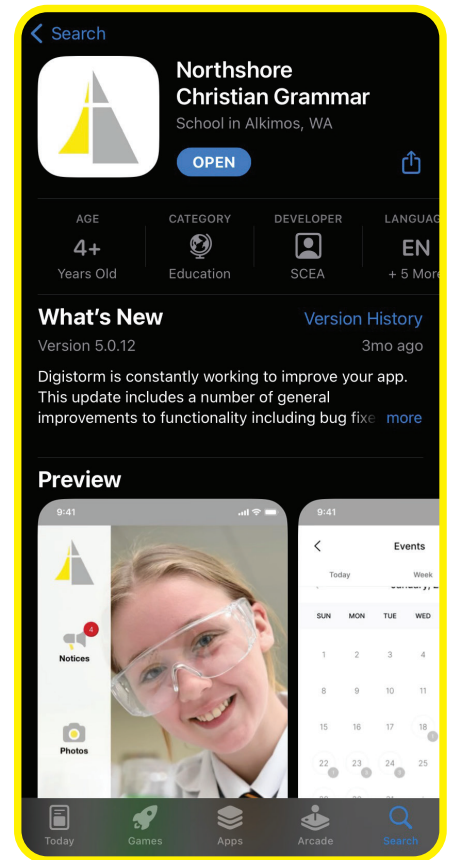
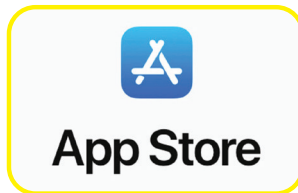


Parent Lounge Guide

Attendance

This is where parents can see their child's attendance and acknowledge any unexplained absences.

Please note: Absences should be recorded by 8:30am through the Northshore Christian Grammar School App available on the [Google Play Store](#) or the [Apple App Store](#) or by emailing studentservices@northshore.wa.edu.au.



Absent Date	Absent Type	Reason	Recurring	Parent Notified	Parent Acknowledge	Action
- 2022/2 (Semester 2 2022)						
01/12/2022	Absent from School	Medical		No	Yes	Q
30/11/2022	Absent from School	Medical		No	Yes	Q
29/11/2022	Absent from School	Medical		Yes	Yes	Q
16/08/2022	Absent from School	Medical		No	Yes	Q



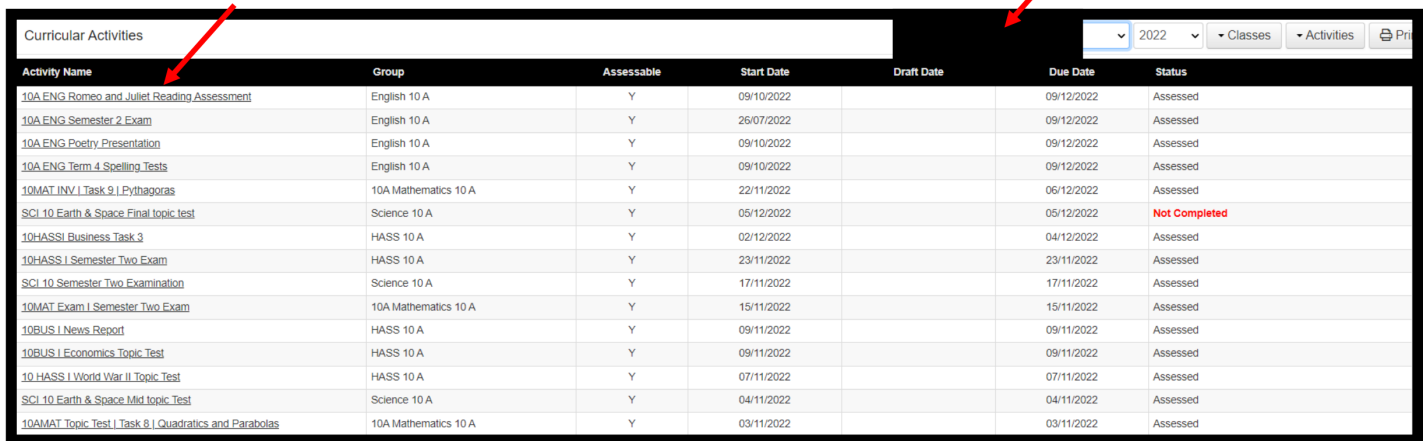
Parent Lounge Guide

Curricular Activities - Secondary Students Only

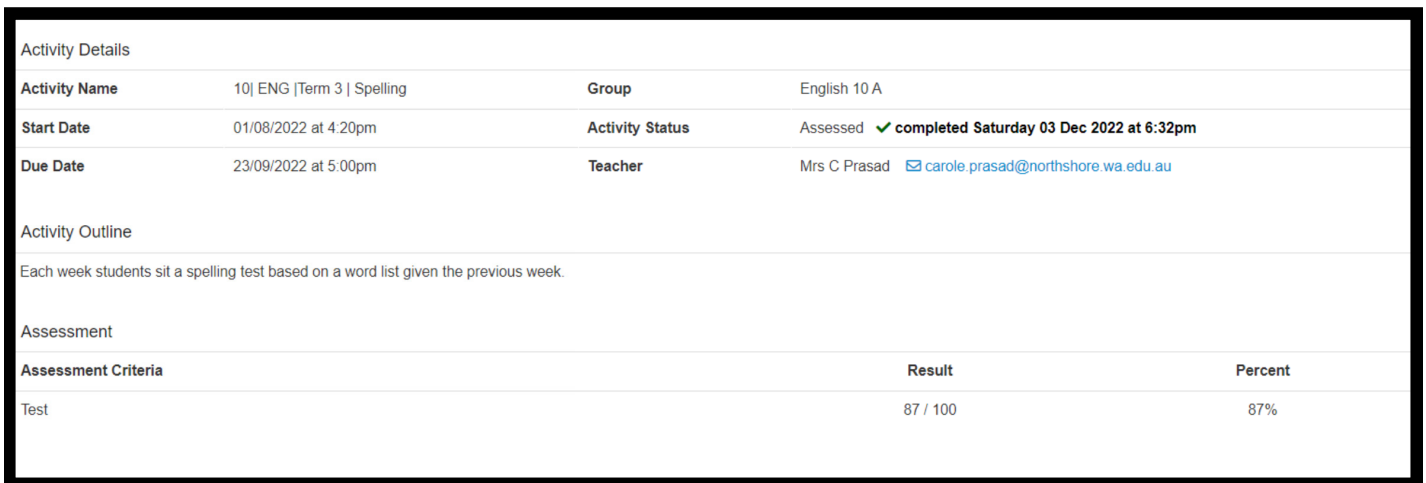
This tab allows parents to view upcoming assessments, whether a student has completed an assessment and the student's marks once they uploaded by the teacher.

The drop down menu on the right allows you to choose each of your Secondary students.

Click on the activity name to view results and any teacher comments.



Activity Name	Group	Assessable	Start Date	Draft Date	Due Date	Status
10A ENG Romeo and Juliet Reading Assessment	English 10 A	Y	09/10/2022		09/12/2022	Assessed
10A ENG Semester 2 Exam	English 10 A	Y	26/07/2022		09/12/2022	Assessed
10A ENG Poetry Presentation	English 10 A	Y	09/10/2022		09/12/2022	Assessed
10A ENG Term 4 Spelling Tests	English 10 A	Y	09/10/2022		09/12/2022	Assessed
10MAT INV 1 Task 9 Pythagoras	10A Mathematics 10 A	Y	22/11/2022		06/12/2022	Assessed
SCI 10 Earth & Space Final topic test	Science 10 A	Y	05/12/2022		05/12/2022	Not Completed
10HASSI Business Task 3	HASS 10 A	Y	02/12/2022		04/12/2022	Assessed
10HASS I Semester Two Exam	HASS 10 A	Y	23/11/2022		23/11/2022	Assessed
SCI 10 Semester Two Examination	Science 10 A	Y	17/11/2022		17/11/2022	Assessed
10MAT Exam 1 Semester Two Exam	10A Mathematics 10 A	Y	15/11/2022		15/11/2022	Assessed
10BUS I News Report	HASS 10 A	Y	09/11/2022		09/11/2022	Assessed
10BUS I Economics Topic Test	HASS 10 A	Y	09/11/2022		09/11/2022	Assessed
10 HASS I World War II Topic Test	HASS 10 A	Y	07/11/2022		07/11/2022	Assessed
SCI 10 Earth & Space Mid topic Test	Science 10 A	Y	04/11/2022		04/11/2022	Assessed
10AMAT Topic Test 1 Task 8 Quadratics and Parabolas	10A Mathematics 10 A	Y	03/11/2022		03/11/2022	Assessed



Activity Details			
Activity Name	10 ENG Term 3 Spelling	Group	English 10 A
Start Date	01/08/2022 at 4:20pm	Activity Status	Assessed ✔ completed Saturday 03 Dec 2022 at 6:32pm
Due Date	23/09/2022 at 5:00pm	Teacher	Mrs C Prasad ✉ carole.prasad@northshore.wa.edu.au
Activity Outline			
Each week students sit a spelling test based on a word list given the previous week.			
Assessment			
Assessment Criteria		Result	Percent
Test		87 / 100	87%

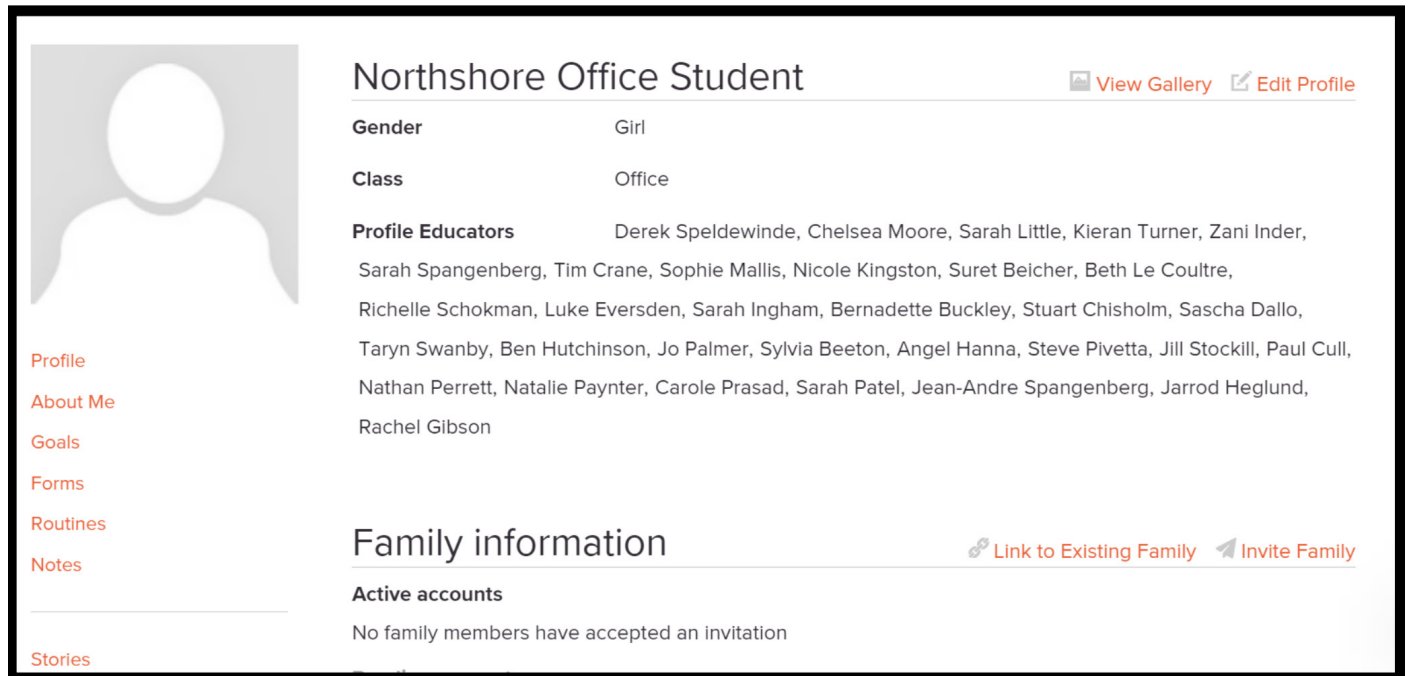


Parent Lounge Guide

Educa

Educa is our school news sharing platform. It is where information about upcoming assessments, important notices and school news is shared. It is also where the Primary school shares individual learning journeys. By clicking on the stories tab, you can find past news items.

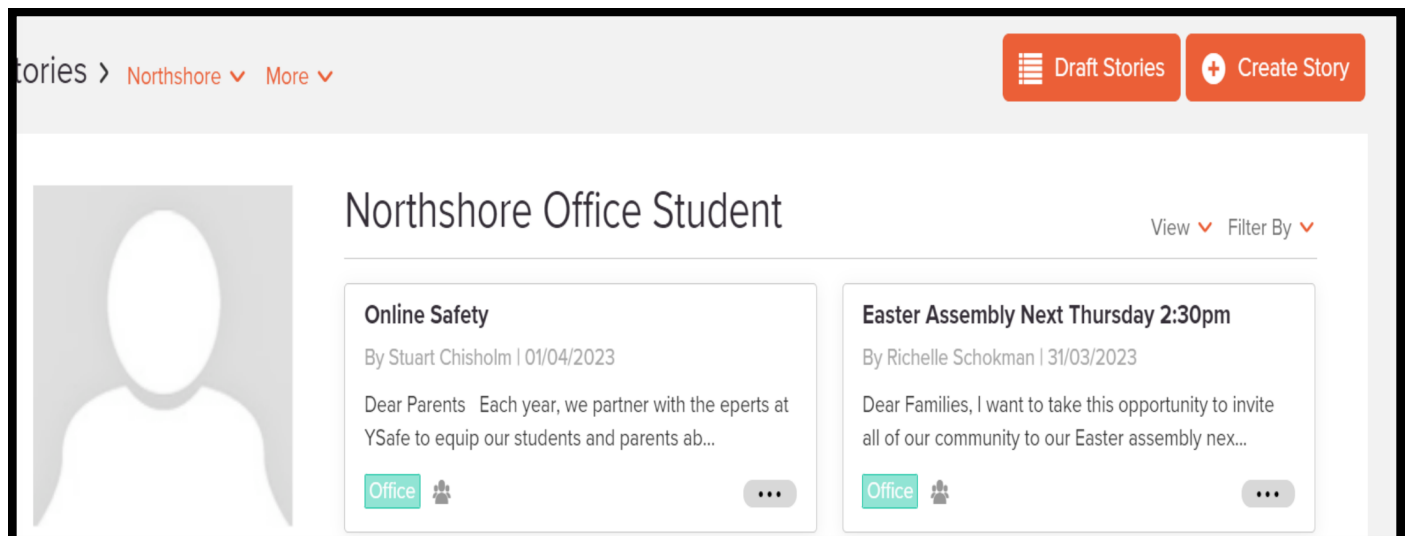
Access Educa through this link: login.educa.com.au/account/logon



The screenshot shows a user profile for 'Northshore Office Student'. On the left is a placeholder profile picture. Below it is a vertical menu with options: Profile, About Me, Goals, Forms, Routines, Notes, and Stories. The main content area displays the user's name and two action links: 'View Gallery' and 'Edit Profile'. Below this is a table of user details:

Gender	Girl
Class	Office
Profile Educators	Derek Speldewinde, Chelsea Moore, Sarah Little, Kieran Turner, Zani Inder, Sarah Spangenberg, Tim Crane, Sophie Mallis, Nicole Kingston, Suret Beicher, Beth Le Coultre, Richelle Schokman, Luke Eversden, Sarah Ingham, Bernadette Buckley, Stuart Chisholm, Sascha Dallo, Taryn Swanby, Ben Hutchinson, Jo Palmer, Sylvia Beeton, Angel Hanna, Steve Pivetta, Jill Stockill, Paul Cull, Nathan Perrett, Natalie Paynter, Carole Prasad, Sarah Patel, Jean-Andre Spangenberg, Jarrod Heglund, Rachel Gibson

Below the table is a section for 'Family information' with links for 'Link to Existing Family' and 'Invite Family'. Underneath is an 'Active accounts' section stating 'No family members have accepted an invitation'.



The screenshot shows the 'Stories' section of the Parent Lounge. At the top, there are navigation elements: 'Stories > Northshore v More v' and two buttons: 'Draft Stories' and 'Create Story'. Below this is a user profile for 'Northshore Office Student' with 'View v' and 'Filter By v' options. The main content area displays two story cards:

- Online Safety**
By Stuart Chisholm | 01/04/2023
Dear Parents Each year, we partner with the experts at YSafe to equip our students and parents ab...
Office [tag] [share icon]
- Easter Assembly Next Thursday 2:30pm**
By Richelle Schokman | 31/03/2023
Dear Families, I want to take this opportunity to invite all of our community to our Easter assembly nex...
Office [tag] [share icon]



Parent Lounge Guide

Educa (Continued)

Times Tables	
Skip Counting (Year 2 Content)	
I am learning to skip count by 2	I can skip count by 2
I am learning to skip count by 10	I can skip count by 10
I am learning to skip count by 5	I can skip count by 5
I am learning to skip count by 3	I can skip count by 3
Multiplication (Year 3 Content)	
I am learning my 2 x tables	I know my 2 x tables
I am learning my 10 x tables	I know my 10 x tables
I am learning my 5 x tables	I know my 5 x tables
I am learning my 3 x tables	I know my 3 x tables
Multiplication (Year 4 Content)	
I am learning my 6 x tables	I know my 6 x tables

Writing (Spelling) Irregular high-frequency words

I can write these words correctly. (green highlight)

so	go	no	one	what	two	said	you
have	they	even	want	watch	put	pull	water
after	ask	father	last	people	their	there	where
come	some	something	sometimes	someone			

above	another	won	mother	other	Monday	love	Wednesday
only	over	open	word	world	work	animal	more
does	month	gone	buy	were	Tuesday	here	aunty
laughed	earth	heard	learn	city	excited	princess	sentence
because	caught	dinosaur	ghost	often	hour	guys	Autumn
answer	castle	write					



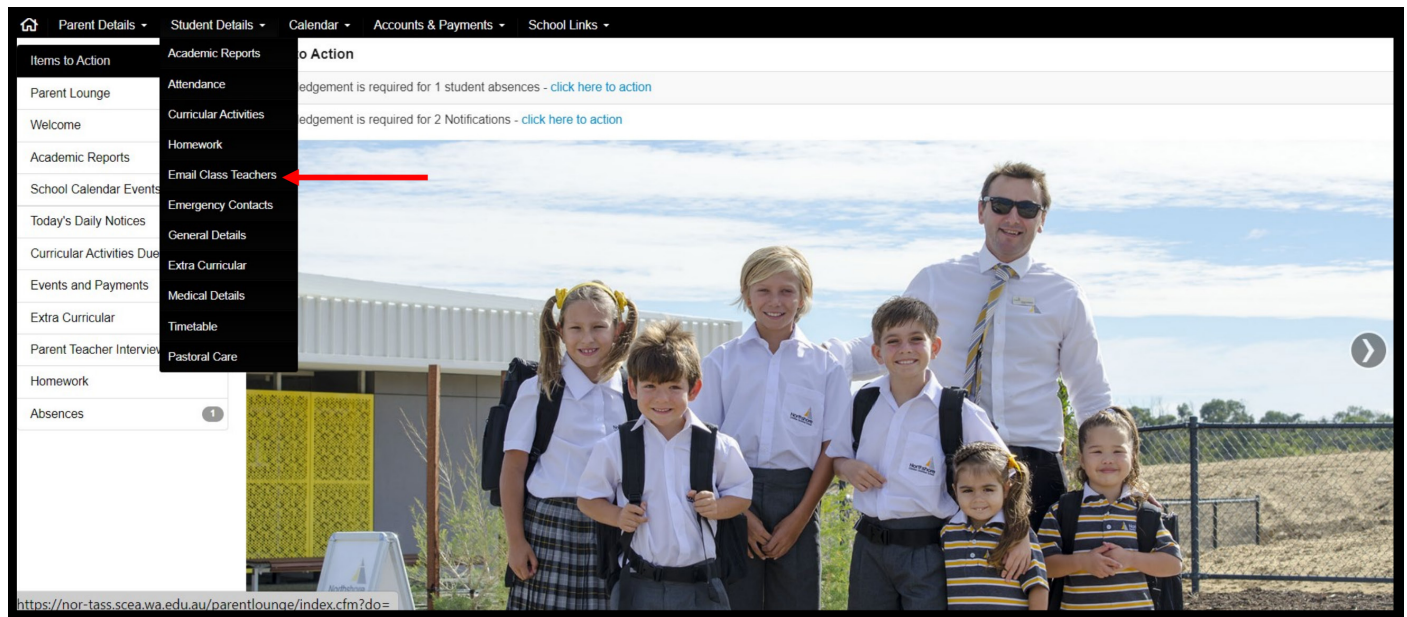




Parent Lounge Guide

Contacting Class Teachers

This tab provides a link to each of your child's teachers emails based on their current timetable.

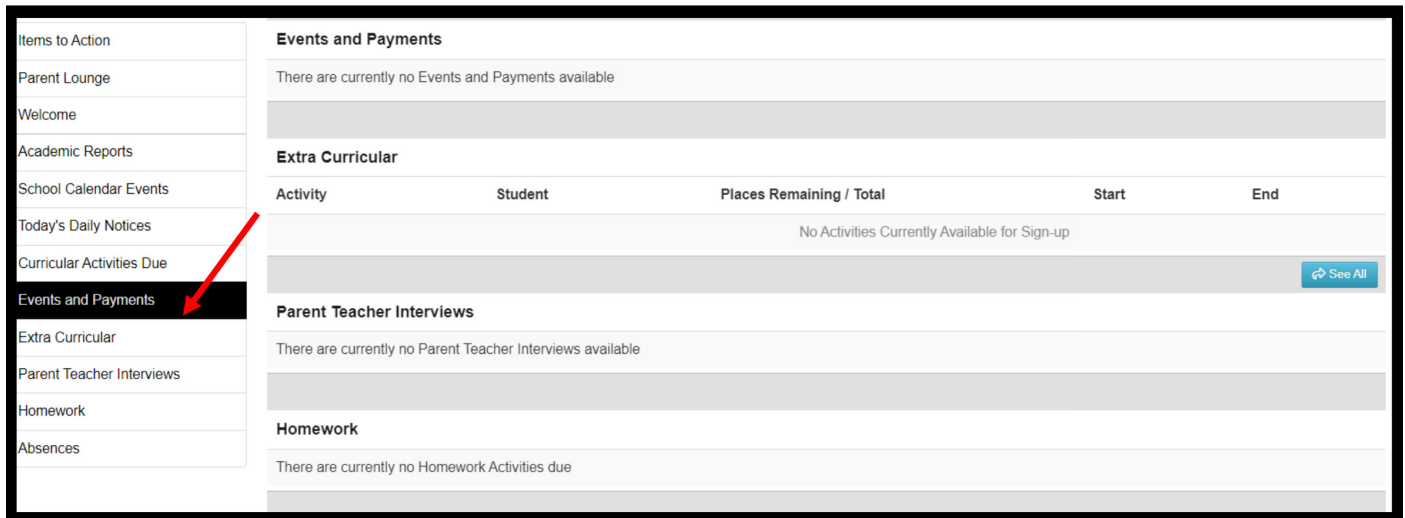


Subject	Class	Teacher	
(15 items)			
Art	A	Mrs Z Inder	✉
Digital Technology	A	Mrs E Nicholas	✉
English	A	Mrs E Frank	✉
HASS	A	Mrs L Wolfe	✉
Health	A	Miss W Mills	✉
Health And Physical Education	A	Mr B Hutchinson	✉
Home Room Groups	G	Mr J Heglund	✉
Indonesian	A	Mrs Y Winarto	✉
Lunch	H		
Mathematics	A	Mrs N Steyn	✉
Outdoor Recreation	A	Mr J Sobejko	✉
Recess	C		
Science	A	Mr P Cull	✉
Technology - Food	D	Mrs Y Winarto	✉
Year 8 Home Group A	A	Mrs J Stockill	✉

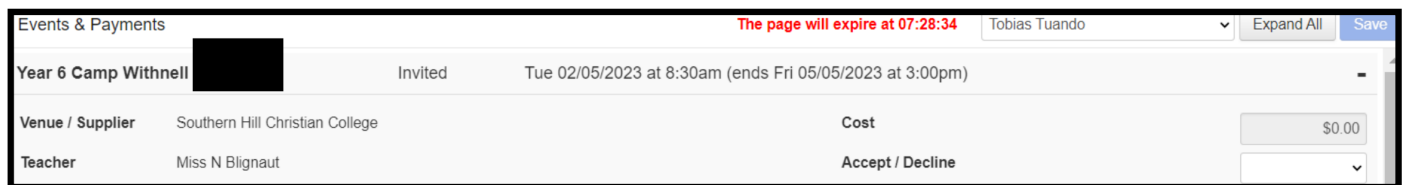


Events and Payment

Events such as excursions and camps require your approval. This is found under the Events and Payments tab in the side menu of the home page.



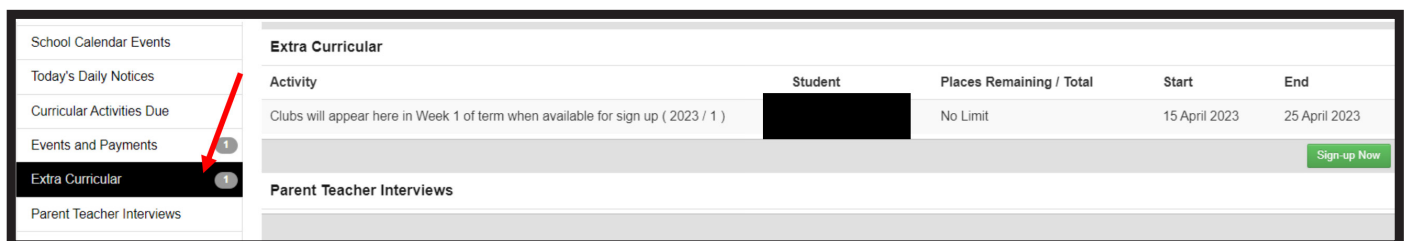
The screenshot shows the Parent Lounge home page. On the left is a vertical side menu with the following items: Items to Action, Parent Lounge, Welcome, Academic Reports, School Calendar Events, Today's Daily Notices, Curricular Activities Due, **Events and Payments** (highlighted with a red arrow), Extra Curricular, Parent Teacher Interviews, Homework, and Absences. The main content area is titled 'Events and Payments' and contains several sections: 'Events and Payments' (no items available), 'Extra Curricular' (a table with columns: Activity, Student, Places Remaining / Total, Start, End; note: 'No Activities Currently Available for Sign-up'; a 'See All' button), 'Parent Teacher Interviews' (no items available), and 'Homework' (no items available).



The screenshot shows the details for an event titled 'Year 6 Camp Withnell'. At the top right, it says 'The page will expire at 07:28:34' and shows the user 'Tobias Tuando' with an 'Expand All' and 'Save' button. The event is 'Invited' and scheduled for 'Tue 02/05/2023 at 8:30am (ends Fri 05/05/2023 at 3:00pm)'. Below this, there are fields for 'Venue / Supplier' (Southern Hill Christian College), 'Cost' (\$0.00), 'Teacher' (Miss N Bignaut), and an 'Accept / Decline' dropdown menu.

Extra Curricular

During the year, your child will be invited to join after school clubs, high school tutoring sessions and sign up for private music lessons. These are found under the Extra Curricular tab on the left hand side of the home menu.



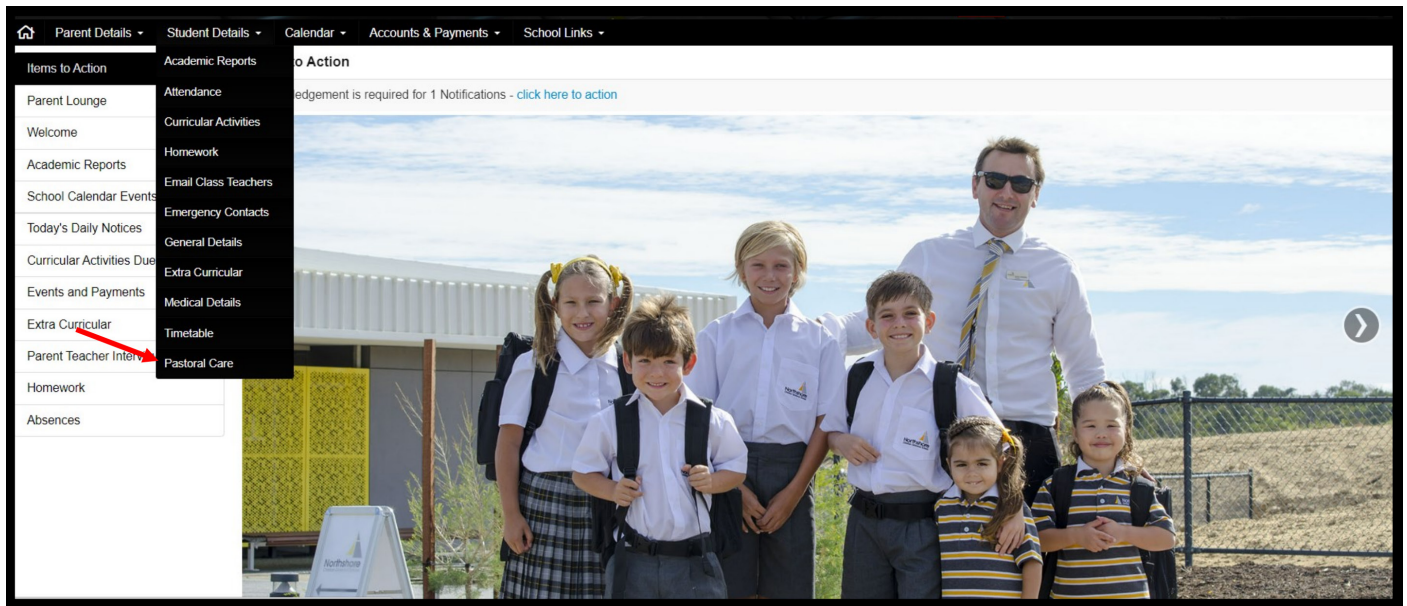
The screenshot shows the Parent Lounge home page with the 'Extra Curricular' tab selected in the side menu (indicated by a red arrow). The main content area is titled 'Extra Curricular' and features a table with columns: Activity, Student, Places Remaining / Total, Start, and End. The table contains one entry: 'Clubs will appear here in Week 1 of term when available for sign up (2023 / 1)' with a student ID [redacted], 'No Limit' places remaining, and dates from '15 April 2023' to '25 April 2023'. A 'Sign-up Now' button is visible at the end of the row. Below the table are sections for 'Parent Teacher Interviews' and 'Homework'.



Parent Lounge Guide

Pastoral Care

When required, teachers will record Pastoral Care entries. These are often of a positive nature but at times, it is also a forum to communicate when your child may have struggled behaviourally or academically. These require your acknowledgement. Parents are always invited to ask for a follow up meeting to request further details about a particular incident or pattern of behaviour.

A screenshot of the 'Pastoral Care' section in the Parent Lounge. It shows a table with one entry for the year 2023. The table has columns for Date / Time, Type, Conduct, Outcome, Comment, and Action. The entry is dated 15/04/2023 at 8:05am, with a Type of 'Communication Parent Notified', Conduct of 'Academic - Positive Parent Notified', Outcome of 'Correspondence With Parents', and a Comment that reads 'I have been so proud of the way he has t...'. There is a search icon and a checkmark in the Action column.

Date / Time	Type	Conduct	Outcome	Comment	Action
- 2023					(1 items)
15/04/2023 at 8:05am	Communication Parent Notified	Academic - Positive Parent Notified	Correspondence With Parents	I have been so proud of the way he has t...	🔍 ✓

A screenshot of the form used to create a Pastoral Care entry. The form fields are: Date (15/04/2023), Time (08:05 am), Type (Communication Parent Notified), Conduct (Academic - Positive Parent Notified), Comment (I have been so proud of the way he has tried so hard with all of his schoolwork this term.), Outcome (Correspondence With Parents), and Parent Acknowledged (No). There is a 'Cancel' button at the bottom left.

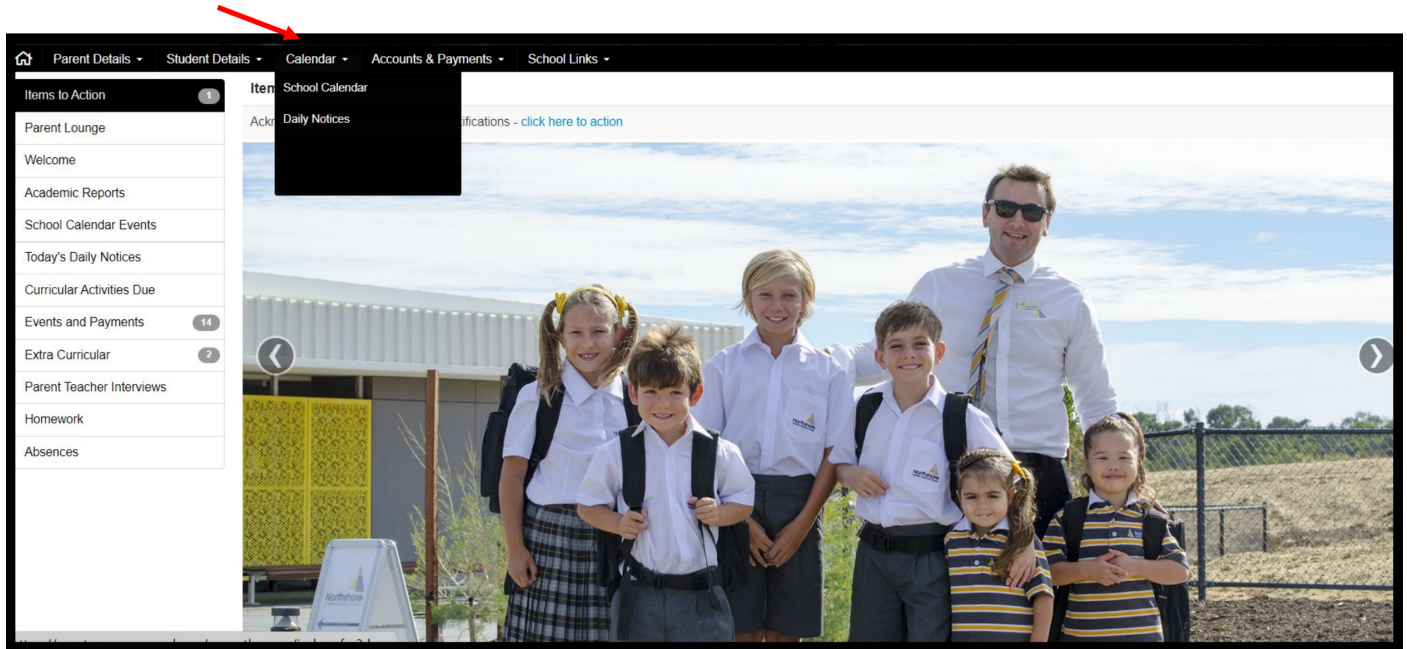
Date	15/04/2023	Time	08:05 am
Type	Communication Parent Notified		
Conduct	Academic - Positive Parent Notified		
Comment	I have been so proud of the way he has tried so hard with all of his schoolwork this term.		
Outcome	Correspondence With Parents		
Parent Acknowledged	No		
Cancel			



Parent Lounge Guide

School Calendar

This tab provides a link to the school calendar which is also available on the school app and the school website, northshore.wa.edu.au/calendar



A screenshot of the 'School Calendar' interface. The header shows the date range '24 — 30 April 2023' and includes filters for 'Category', 'Campus', 'Resource', and 'Year Group'. The calendar is displayed in a weekly grid format. The days of the week are: Mon 24/4, Tue 25/4, Wed 26/4, Thu 27/4, Fri 28/4, Sat 29/4, and Sun 30/4. The time slots range from 6am to 6pm. Key events are highlighted in colored boxes: 'Pupil Free Day/Staff PD' (blue) on Monday, 'Public Holiday ANZAC Day' (green) on Tuesday, 'Term 2 Begins' (green) on Wednesday, '8:45 - 10:00 Play Group Trinity@Northshore' (pink) on Friday, '1:00 - 4:00 Perm A Pleat - Uniform Shop' (black) on Wednesday, '8:30 - Parent Prayer' (blue) on Friday, and '2:00 - 3:00 Yr 1-12 ANZAZ Assembly' (teal) on Friday.

	Mon 24/4	Tue 25/4	Wed 26/4	Thu 27/4	Fri 28/4	Sat 29/4	Sun 30/4
All Day	Pupil Free Day/Staff PD	Public Holiday ANZAC Day	Term 2 Begins				
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							



An aerial photograph of the Northshore Christian Grammar School campus. The image shows several large, modern buildings with white and blue roofs. A large green field is visible in the center, along with a basketball court and a parking lot. The image is overlaid with a semi-transparent architectural rendering of the school buildings. A yellow crosshair is visible in the top right corner, and a yellow vertical bar is on the left side.

A *how-to* guide for using
Parent Lounge at Northshore

Version 1
June 2023

Northshore
Christian Grammar School