25 June 2014

Success Coaching at the Academy recognises that a QACI student works in an environment of High Challenge and High Expectation. The role of the Success Coach is to create strong relationships and contribute to a strong environment of High Care and High Collaboration linking the three major stakeholders in student success: Teacher, Student, Parent.

This term, Success Coaches will meet with parents and students for a 20 minute Student Success Conference (SSC). Research suggests that 21st Century learners require a more comprehensive and holistic approach to their education and therefore benefit from a less departmentalised approach to education. Thus, the SSC will enable and empower students and caregivers to build on the Success Coach’s comprehensive knowledge regarding a student’s progress and application to study.

Each student will be required to attend one interview, accompanied by their Parent/Caregiver. This conference will be hosted and facilitated by the student’s Success Coach. This will give you a comprehensive and coordinated insight into your student’s growth.

The conference will include a discussion of:

- Overall academic progress
- Work ethic and time management
- Personal target conversations (GROWTH)

This conference aims to provide the platform for a concise discussion about your student’s progress and ability to succeed. The conferences will occur on Thursday 31 July, 2:10pm – 8:00pm. To ensure maximum benefit, it is important that students and parent/s attend. We look forward to your participation in Student Success Conferences in Term 3.

To ensure maximum benefit, it is important that both students and parent/s attend. We look forward to your participation in Student Success Conferences in Term 3. Please arrive 10 minutes prior to your interview time.

You will need to book your conference online using an internet-based booking system called PTOnline. Conferences will be of 20 minutes duration and students are encouraged to attend with their parents.

As of 9.00am Saturday 26 July, the PTOnline system will be open and you can book the interview times that suit you. Bookings close at 9.00am on Wednesday 30 July.
Please access PTOOnline as follows:

Go to the Academy’s home page www.qaci.eq.edu.au

- Then click on the tab ‘For Parents’ & ‘Parent-Teacher Interviews’.
- Click “Obtain PIN/Password” and enter your email address. (This must be the address previously supplied to QACI).
- Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTOOnline, bypassing the login screen. Alternatively return to QACI’s website, ‘Parent-Teacher Interviews’ tab and click “Login” and enter your Surname/login and PIN/Password as provided in the email.

Full instructions are provided to you after log in. Please note the following points:

- When you log on, the system displays only your own child/children.
- You will only see time slots which are available at the time you are using the system. As time slots are booked they are no longer displayed as available. PTOOnline prevents double-booking of teachers or parents/guardians.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- When you have made your booking, you can print a report of your booking.

Success conferences will be held at QACI on Level 6, please enter at Level 2 main entrance on Musk Avenue and use the lifts to Level 6. There is no available parking in the building; please allow ample time to find a park in the village.

If you encounter any problems using PTO please notify Client Services, preferably via email at admin@qaci.eq.edu.au or on 3552 9333 from 9.00am to 2:00pm.

To ensure maximum benefit, it is important that students and parent/s attend.

Yours faithfully,

Karen Casey
Deputy Principal