Year 10 Student Success Conferences: Thursday 18 August 2016

This letter contains very important information about Student Success Coaching

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

| Teacher | Student | Parent |

In Term 3, Year 10’s will attend a Student Success Conference (SSC). The SSC will replace the traditional 10 min subject by subject parent teacher interviews that we held in Semester One. Research suggests that 21st century learners require a more comprehensive and holistic approach to their education and therefore benefit from a less departmentalised approach. Thus, the SSC will enable and empower students and caregivers to build on their Success Coach’s comprehensive knowledge regarding the student’s progress and application to study.

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

The interview will include a discussion of:

- Overall academic results and progress
- Work ethic and time management
- Personal target setting conversations (GROWTH)
- SETPlan & subject confirmation for Term 4 and Year 11

Senior Education and Training Plans (SETPlan)

A SETPlan is completed by all Year 10 students and is a compulsory requirement of Education Queensland. For Year 10 students, it will involve consideration and completion of their compulsory Senior Education Plans. This process will enable students to have a clear pathway as they move into the IB Diploma in Term 4.

The SETPlan is a document developed by every Year 10 student, with the help of Academy staff and parents. It provides the opportunity for students in their senior years of school to set goals and track their progress throughout their tertiary study and the world at work. Furthermore, the SETPlan process is designed to help students create, document and work towards their career and academic goals in a formal process.

The SETPlan promotes learning that is aligned with students’ aspirations and abilities that, at QACI, leads to the awarding of a QCE and/or an IB Diploma. It will serve as a reference point or map for students as they progress through their senior schooling and support their participation in further education and training.

The SETPlan is a flexible document designed to change over time and will be reviewed regularly. Leading up to the SSC, students will be guided through a series of steps to gain understanding of their strengths and aspirations in readiness for the completion of their SETPlan forms, and subject selection for the IB Diploma. As well as discussing the SETPlan, this interview aims to provide the platform for a concise discussion about your student’s progress and ability to succeed and will ensure their HL/SL subject choices support this.

The conferences will occur on Thursday 18 August 2.10pm to 8.00pm, with each student allocated 20 minutes.
Parent Information Session

There will be an IB information session held in the theatre for Year 10 parents: 6.00-6.30pm.

Booking your interviews

You can book your conferences online using an internet-based booking system called PTOonline. Interviews will be of 20 minutes duration and **students are required to attend** with their parents.

As of **9.00am Saturday 9 July**, Year 10 parents will be able to book a conference (one per student) for an interview time that suits you. It is essential you book in for these important appointments. Bookings close at 9.00am on Monday 25 July.

Please access the system as follows:

- Go to the Academy's home page [www.qaci.eq.edu.au](http://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 PTO, 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.
- 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 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. Please arrive 10 minutes prior to your interview time.

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

Yours faithfully,

Karen Casey
Deputy Principal