



Dear Parents

PRIMARY REPORTING DAY WILL TAKE PLACE ON MONDAY 24 JULY 2023

Reports for PP – Year 6 will be available online through SEQTA Engage, on **Friday 30 June**.
Kindy students will receive a reflection for Semester 1.

Reporting day is optional for parents of K – Year 6 students, if you wish to have an interview to discuss your child's progress, they will be conducted on Monday 24 July. **Interviews will take place in the ELC Forum, Primary Village or via Teams**. Should you prefer to utilise **Teams** for an online interview, please email your child's teacher **after** booking online to advise of your selected time prior to reporting day. The online interview will be conducted utilising your child's **Teams** account and your child's teacher will commence the interview at your scheduled time.

The following time periods are available:

8.30am - 10am

11am - 12.30pm

2.30pm – 4pm

4.30pm – 6.00pm

Online Reporting Day bookings will be open from Monday 26 June and will close on Monday 17 July.

Please note that **interviews are timed for 10 minutes only**, and your child's attendance is optional. We will be setting goals with the children during class time in Week 2 of Term 3. If there are larger issues that you need to discuss with the teacher, please contact the teacher to arrange a separate appointment.

The Parent Portal can be accessed using the following URL: <https://portal.ststephens.wa.edu.au/>

Under *Plan the Term* > click on *Interview Bookings* > then Login to *EdInfo* to book an interview. Once in *EdInfo*, click on the *Interviews* tab and select your preferred time with the teacher.

Parents, log into the Parent portal using your parent username

(e.g. 12345@parent.ststephens.wa.edu.au) and parent password.

Please go to <https://password.ststephens.wa.edu.au> if you need to reset/modify your password. If you require further assistance, please contact the ICT Parent helpdesk at <https://help.ststephens.wa.edu.au/> or on 9243 2160.

If you wish to meet with a Specialist teacher, please email them directly to book a time.

Kind regards

Primary Leadership Team