

17 September 2025

Dear parents and carers,

As we race towards the end of another school year, I wanted to share with you a positive College-wide development that we hope will streamline and improve our engagement with you, our parents and carers.

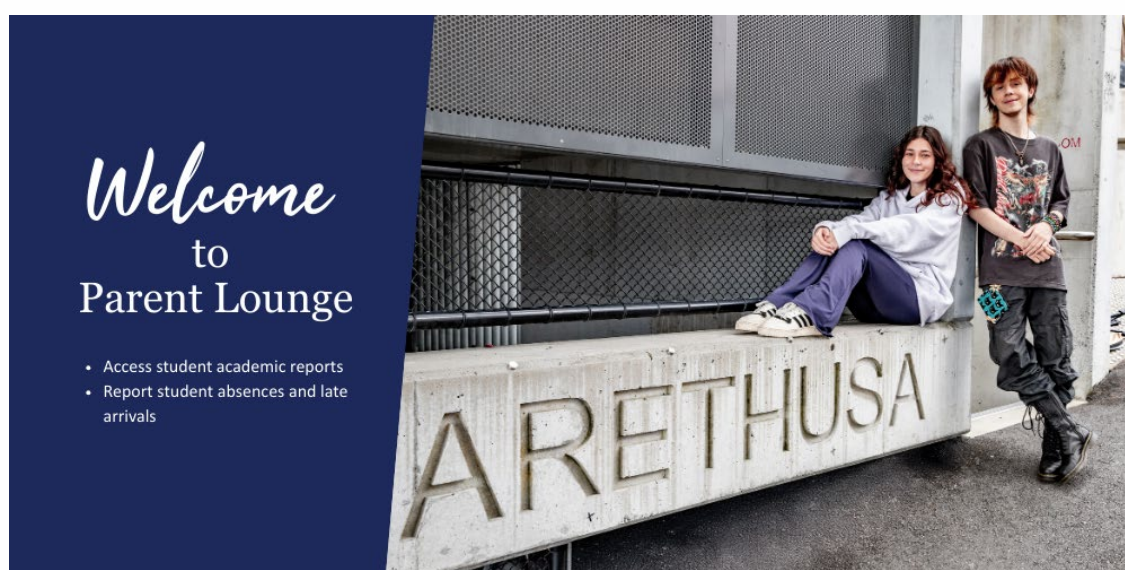
Like all schools, we are constantly reviewing our processes and systems to make them more efficient and user friendly.

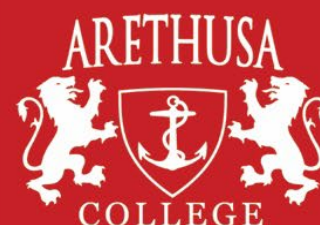
That is why we have created an online hub - Parent Lounge - where you will initially be able to:

- view and download current and past academic reports for your young person/people; and
- report absences and late arrivals for your young person/people.

Parents and carers with more than one young person attending Arethusa College will be able to view and download the academic reports for all their young people and report their absences from school using the same Parent Lounge account.

Parent Lounge is part of the secure school management platform TASS (the alpha school system) that our College and many other schools across Australia use to manage student and College information and parent communications.





### **Student Academic Reports**

Parent Lounge will give parents and carers immediate online access to their young person/people's academic reports. Depending on how long a student has been enrolled at Arethusa College, parents and carers will be able to view and download a PDF copy of academic reports from Semester 1, 2025 to Semester 1, 2022.

**It is important to note that you can only access academic reports related to your young person/s via your Parent Lounge account.**

For the first time from Term 4 this year, Semester 2, 2025 academic reports will be uploaded to Parent Lounge. Instead of receiving an email with a PDF copy of the report attached, parents and carers will be advised that their young person's report has been uploaded to Parent Lounge and that they will need to login to view or download the report.

### **Reporting Student Absences**

The most significant change that parents and carers will notice when Parent Lounge launches on 13 October is the process for reporting student absences. Parents and carers will be able to report an absence or late arrival of their young person directly through Parent Lounge. A guide on 'How to Report a Student Absence' will be available on the Arethusa College website here: <https://www.arethusa.qld.edu.au/parent-lounge/>

When a student is absent, parents and carers will still receive an SMS from the College, however the SMS will ask them to log in to their Parent Lounge account to report the reason for the absence and duration. That is why it is important that you log in to activate your Parent Lounge account when the platform goes live on 13 October.

We understand this is a new process that may take some time to get used to and that there could be some teething issues. However, our College believes it will be a faster and more efficient process in the long term.

Please email [parentlounge@arethusa.qld.edu.au](mailto:parentlounge@arethusa.qld.edu.au) if you have any questions or concerns. Prior to Parent Lounge going live on 13 October, I will share important information about how to access your Parent Lounge account. Please keep an eye on your inbox for my next letter.

Kind Regards

Lisa Coles  
**CEO and Executive Principal**