



19 July 2018

Dear Parent and Carers,

**Re: Family and Mentor meetings for Year 12 students**

On Tuesday, 31 July, from 12noon to 7pm, families have the opportunity to meet with Mentor teachers to discuss both wellbeing and academic needs and progress, as well as start to develop CSC student reference letters.

Staff work with families to develop student reference letters in order to provide highly valuable information to support future job prospects and study applications. This includes information on part time employment, extra-curricular activities (community groups, sport, arts, etc), and special achievements both external and within CSC.

Appointments of 20 minutes duration can be booked online through XUNO. This is a non-teaching day to also enable CSC students in years 8 to 11 to participate in Pathways Interviews to select their courses and subjects for 2019.

**Booking Instructions for Family and Mentor Meetings**

*XUNO will open for bookings at 10am on Tuesday, 24 July, and will close at 2pm on Monday, 30 July.* If you do not have access to the internet please contact CSC on 5479 1111 and we will arrange your interview time for you.

Please access the system as follows:

- Go to <http://portal.csc.vic.edu.au/> and enter in your username and password;
- or
- Go to the school's home page [www.csc.vic.edu.au](http://www.csc.vic.edu.au)
- Click the **XUNO link** on the top right corner of the home page
- Enter your **username and password**. If you have forgotten your log in details, please click on "forgotten your username or password?" and follow the prompts to generate a new one.
- Once you are logged into XUNO you will see your Home Screen with basic information about your child/children.
- From the Home Screen, select 'Parent Teacher Interviews' from the left hand menu. Select the interview times that best suit you for the mentor teacher you would like to meet with.

If you have any questions or require further information, please do not hesitate to contact Justin Hird, Assistant Principal on 5479 1111.

On behalf of CSC staff, we look forward to this opportunity to further support your child.

Yours sincerely,

Paul Frye  
Principal