



19 July 2018

Dear Parent and Carers,

Re: Family and Mentor meetings for Year 7 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.

Appointments of 20 minutes duration can be booked online through XUNO (see Booking Instructions below for further information).

This is a non-teaching day to also enable CSC students in years 8 to 11 to select their courses and subjects for 2019. For your information and reference for future study options, the Course Selection Handbook, 2019, is available in hardcopy from CSC Reception and online at CSC's website under Publications:

http://www.csc.vic.edu.au/?page_id=2321.

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
- 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's learning.

Yours sincerely,

Paul Frye
Principal