



16 May 2017

Menzies College  
Alma St  
Wyndham

To the employer

Menzies College are holding Whanau Conferences on Wednesday 31 May from 9am until 7pm. Time off work may be required if parents are unable to secure an appointment outside work hours. We request your support by allowing your employee some time off work to meet with staff at Menzies College.

Whanau Conferences are an important opportunity for parents, students and staff to meet and discuss children's learning goals, current learning and future directions. Conferences run for 20 minutes for each child between 9am and 7pm on the day. There are only four conferences available with each teacher between 5.40 and 7pm in the evening hence the potential need for some parents to take time off work to attend their child's conference.

We very much appreciate your support for this event.

Yours sincerely

Gerry Ward  
Principal  
Menzies College

The second Whanau Conference about student learning is on Wednesday 31 May from 9.00am – 7.00pm. **Students are only expected at school when they attend their Whanau Conference.** The conferences are 20 minutes long and involve a discussion about the learner as a whole, information will be shared from subject teachers and student reflection, as well as data on attendance, Managing Self and Relating to Others. There will be an opportunity to discuss student learning as a whole and set goals that the Whanau Teacher will help the student monitor as the year progresses. If there is a need to meet with a particular teacher this can be discussed at the Whanau teacher conference. A letter to employers is included on the opposite page if time off work is required. If you are unable to attend, Whanau teachers will arrange another time to meet with you.

**MENZIES COLLEGE STUDENT CONFERENCE DETAILS**

Conferences will be held from 9.00am – 7.00pm on Wednesday 31 May. Caregiver and student attends conference with Whanau Teacher.

To book the conference:

1. Go to: [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)
2. Use the code **tcd5g** – all lower case
3. Fill in caregiver and student details
4. Select your child's Whanau (eg. AVW)
5. Select Teacher (eg. Pete Wilkinson) – students have been reminded which Whanau teacher they are meeting with.
6. Select a time to meet (conference times are a maximum of 20 minutes in length)
7. If you do not have access to the internet please contact the school office and they will book you in for a time.
8. NOTE: These are not subject teacher interviews. If there is a need to meet with a particular teacher this can be discussed at the Whanau teacher conference.

**HOW TO LOG IN TO THE PARENT PORTAL**

1. Go to the login page: [parent.musac.school.nz](http://parent.musac.school.nz)
2. Your login is the email address that Menzies College has on file. If you do not remember which it is then please contact Menzies College office to check. If you have not given Menzies College your email you will not be able to log in.
3. First time login you need to click on 'forgot password'. You will be emailed a temporary password.
4. Put your temporary password in. You will then be asked to change the password to something permanent.
5. NOTE: Two caregivers cannot have the same email address. You either only use one email (linked to one caregiver) or you need two separate email addresses.
6. All student grades (Attitude to Learning and NCEA) are on the Parent Portal.
7. Students now have access to the student portal: [student.musac.school.nz](http://student.musac.school.nz)