



Annual Update of Parent Details:

In preparation for the new academic year, the School requires your assistance in updating information that enables us to communicate with you and best care for your child/ren.

In Parent Lounge we have information relating to your family and your child's medical details. Please review and update this information. ***You can access Parent Lounge via myGrammar.***

Updating Parent Details

- The Parent Address Details tab has your family information as currently listed in our Administrative System (TASS). In particular, please check telephone numbers and email addresses.
- SMS phone number should be the parent contact for student's unexplained absences, sporting cancellations and urgent notifications from the school.
- The Residential address is where the child lives and should be a street address.
- Alt Emergency contact details should be for alternative contact/s other than the parent or guardian

Your Parent Lounge Username is the Account Number on your Fees Statement. If you do not know your password, then select the 'Forgot Password' link which will email you instructions to reset your password.

For families who require more than one Username and Password for Parent Lounge this can be accommodated. Please notify the School if your marital status has changed. If there is a need for extra copies e.g. a second copy of correspondence, billing or academic reports; please make a note of the recipient and email the School with the additions.



To check, change and confirm your details:

1. Log into Parent Lounge via the link on myGrammar
2. Once logged in, in the top menu bar, click on Parent Details
3. Under Parent Details, click Address Details. Please check that all of these details are correct and change accordingly by clicking 'Update Address' or 'Update Contact Details' which is located beside each address block

All updates are to be completed prior to School commencing each year or as they change during the year. This will ensure that we have the most accurate information relating to your child and family.

Our Administrative System (TASS) enables us to streamline the information-gathering process and ensure all staff who need to access the information can, without duplicating requests to you. We will of course, continue to respect your right to privacy as laid out in the School's Privacy Policy.