RGS Parent Lounge – How to Guide

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Parent Lounge is a web-based application that allows parents and guardians to view information such as their child’s academic reports, timetable information, medical information, address information, email teachers, school events, and make fee payments online.

To Access RGS Parent Lounge

1. Access is via the School website, www.rgs.qld.edu.au

2. Please type in your Username and Password as provided to you in the enclosed letter and click enter.

   Your username is your account number, which can be found printed in the top right section of your fee statements.
On the next screen, you will see the message “Welcome, Mr and Mrs Smith”. If the correct name does not appear, please log out immediately and notify parentlounge@rgs.qld.edu.au or contact the School on 4936 0600.

**RGS Parent Lounge Information**

Make a selection from the menu icons at the top of the screen and view details.

Update your address information through Parent Lounge. Click the **Next** or **Previous** buttons to check that all address blocks are correct. Note that **Home** addresses must be a physical address, not a post box. The school database administrator will review the changes before updating them into the database.

The School will control access to sensitive address and contact details for split families. Security will be set in such a way so that split parents do not see each other’s address and account information.
STUDENT DETAILS

Review your child's address details, monitor your child's attendance, academic results, email class teachers, review recorded medical information, timetable information and any comments their teachers may record. At present, some of this information is available only for secondary students.

Just click on any of the links on the left hand side of the page.

To ensure security to your personal information, please change your password to the site as often as you feel necessary.
SCHOOL CALENDAR

View Calendar and School events specifically relevant to your child by selecting one of the categories (or all categories) and a year group.

This will provide easy access to up-to-date events.

Please note that the Calendar and School Events pages are still under development.

View your fee account balance, and make a payment on-line using a credit card (Visa or Mastercard).