Enrolment Procedure

Enrolments are taken throughout the year with many being taken as early as February. We recommend the following procedure to make the transition from kinder to primary school as easy as possible.

1. The Initial Visit
Phone the school to make a time to visit and have a tour of the school. You will be welcomed by our helpful office staff who will introduce you to the Principal or Assistant Principal. You will be provided with a school prospectus and information about the school curriculum, philosophy, beliefs and values. You will soon appreciate that we place an emphasis on both academic & positive social values which will become even more apparent on your tour of the classrooms and the school in general and as you get to meet teachers and students.

2. What do you need to bring?
Initially you don’t need to bring anything other than questions about the school and how it will cater for your child and yourself but if you have decided to enrol your child, then you will need to bring the following:
- Birth certificate or passport
- An Immunisation History Certificate

3. Enrolment Forms
Enrolment forms will be provided to you when you visit and can be completed at school or can be taken home and completed at home. Once the completed enrolment form and relevant documents are received by us, we will send you a letter confirming your child’s enrolment.

4. Transition
We recognise that it can be a big step for families as they transition from kinder to primary school. We assist in this process in the following ways:
- We welcome parents who wish to visit the school
- We provide a parent information evening to parents so they can learn more about the school and what they can do to prepare their child.
- Kinder children get to visit the school on two separate occasions and meet the teachers and become familiar with the school.
- Preps are provided with a buddy when they begin school and their buddy will ensure that they feel welcome and happy in their first few weeks as they make the adjustment to our school.

We pride ourselves on being a welcoming school and look forward to you being part of our school community.