

ENROLMENT PROCEDURES

Children within our zone have automatic entry into Grange Schools, as do siblings.

In the compulsory years of schooling (from 6 years old) we will accept students in year levels outside the zone if we have spaces available. This depends on numbers at that point in time. In accepting students from outside the zone it is important that balancing the gender ratio be addressed. Preference for enrolment will be given by proximity to the school. Out of Zone Enrolments are usually accepted at the beginning of a school year.

Early enrolment of your child gives the school a better picture of its numbers for the following year.

Just before enrolling in kindergarten is a good time to also enrol for school.

Enrolment forms can be obtained from the enrolment officer in the front office.

Prior to starting school, letters will be sent detailing transition times and dates for starting school.

HINTS ABOUT TRANSFERRING FROM OTHER SCHOOLS.

When transferring students from other schools, it is always helpful to undertake a tour of the school. Please don't hesitate to contact the Principal to arrange this information session.

Also importantly talk to the front office staff about school fees, school procedures, etc and they will enlighten you with some of the administration information that you may need to know. Enrolment forms are obtained from the front office.

Once starting at Grange, our administration will forward a transfer advice to your child's previous school and they will transfer your child's student records.

School fees are not transferred between schools.

TRANSITION TO SCHOOL FOR RECEPTIONS FROM PRE-SCHOOLS

Children normally have three transition visits prior to commencing school:

The duration of the visits is between 9.00a.m. – 12.00 noon

All new reception parents are invited to a new reception meeting prior to the term students are due to start.

Parents are notified in writing of the exact dates for each transition group.

What can we do to ease children's transition to school?

1. The personality of the teacher is central to a child's feelings about school. (We encourage you to get to know your child's teacher as a person).
2. Being with 'old friends' is important.
3. The behaviour of other children is likely to be the single most important factor in causing children anxiety about school. (Reassure your child that s/he has the right to feel safe and that the teacher is there to help).
4. Some children feel a general anxiety because they don't know what is expected of them.
 - 'Why can't I play with friends in other classes now?'
 - 'Why do I have to ask to go to the toilet?'
 - 'Why can't I go outside when I want to?'

We explain procedures but you can help too.

They may be worried about getting lost, or being in the wrong place at the wrong time.

- ‘What is the bell for?’
- ‘What does recess time mean?’

Together we can help your child understand school life.

BADGES

All new Reception students are provided with a name badge. They are expected to wear them for a term. Other staff then recognise that your child is new to school and can provide additional support if required.

WHAT CAN THE TEACHER LEARN FROM YOU?

We believe that it is important for parents /caregivers to learn what the teacher knows about how your child is doing at school.

It is just as important that the teacher learns from you about your child outside the school. This will help the teacher understand your child.

Here are some things you might want to tell the teacher:

- How your child feels about school
- What you feel your child’s strengths are
- What you feel your child’s areas of development are
- Your child’s involvement in activities like Scouts, church groups, etc
- **Health problems, which may affect your child. All health problems need to be discussed to determine whether a health plan needs to be developed**
- Emotional problems which may affect your child
- What she/he tells you about it
- How well she/he accepts responsibility
- The size of your family
- How well your child gets along with other family members and friends
- What activities your child likes/dislikes