

# ST MARTIN'S SCHOOL

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## Frequently asked enrolments questions

<b>Enrolment Process Prep Timetable</b>	
Late February/Term 1	Closing date for enrolment applications, to commence Prep the following year.
Early April/Mid Term 2	First round interviews
Late June/Term 2	First round 'Confirmation of Enrolment' are offered.
Early July/Term 3	Second round interviews.
Late November/Term 4	Prep Orientation Day for students commencing the following year.

<b>Enrolment Process New Students Years 1 to 6 Timetable</b>	
Enrolment applications can be submitted anytime. Interviews are usually held in Term 3.	

### **When should I apply?**

We recommend applying for Prep 2 years prior to the year commencing school. This allows time to ensure the application is completed correctly with the relevant supporting documents and processed. Applications for Years 1 to 6 can be submitted at any time.

### **Does my child need to attend an interview?**

Yes. All students of new families to the school are required to attend an interview in person with parent/s. We will let you know what to bring when the interview is booked.

### **When is the Open Day?**

Families are welcome to attend our annual Open Day held in March. This includes a school tour, welcome and presentations from the leadership team. Dates will be announced on the school website early at the start of each year.

### **Waiting list?**

Enrolment applications placed on the waiting list will be contacted if an interview can be offered. You can contact the office at any time to get an update on your application.

### **Out of hours school care?**

This beautiful new facility is conveniently located on the school grounds and is managed by Centacare. For any questions please phone Centacare directly on 3398 7180.

### **I have been offered a place, what happens next?**

You will receive a 'Letter of Offer' and 'Confirmation of Enrolment' papers. Please read the instructions provided carefully. Once completed, the 'Original' confirmation papers are submitted either in person or via express post to school as soon as possible. These are submitted along with a non-refundable \$200 confirmation fee. This fee will secure the place and be credited in your school fees once school commences. There is nothing to do now, except wait for communication from us regarding the Prep Orientation Day in November.

### **Starting Prep?**

In November, the year prior to commencing, Prep students and their parents are invited to attend the Prep Orientation Day. The session consists of students enjoying fun activities in a Prep classroom for approximately 1 hour. During this time parents remain together in the Dominic Centre for an information session hosted by the Principal. Parent Handbooks are also distributed at this time.

### **New students in Years 1 to 6?**

In November, all existing students to St Martin's and new students commencing in Years 1 to 6 will visit their new classroom and meet their class teacher for the following year. This session is usually from 1.30pm – 2.30pm. Parents will be advised of the final details closer to the event. Parent Handbooks are also distributed at this time for new families.

For assistance, please do not hesitate to contact Amanda Parker on Ph: 07 3900 9101 or email [aparker@bne.catholic.edu.au](mailto:aparker@bne.catholic.edu.au)