



RICHLANDS EAST STATE SCHOOL 2017 PREP Enrolment Information



Dear Families

Thank you for enquiring about enrolment at Richlands East State School for your child. You have made a wise decision as our school is truly unique and will provide your child with the best possible start to their education.

Our teachers and staff are caring, and we pride ourselves on knowing each child, how they best learn and how to support them in all areas of education. We work together with you to ensure your child's education at Richlands East is well-rounded, supportive and inclusive.

The following information sets out the enrolment procedures for entry into Richlands East State School for 2017.

Looking forward to meeting you and your child.

Regards

K.Schembri

Ms Kim Schembri

Principal

Richlands East State School



ENROLMENT PROCESS

STEP 1: Prep Enrolment Eligibility

Your child can enrol in 2017 if born between **1st July 2011 and 30th June 2012**. Children born in July 2012 may be considered for enrolment in 2017, however, they must fulfill strict Education Queensland requirements prior to starting Prep (being born in July 2012 does not mean automatic enrolment.)

STEP 2: Proof of Residency

Families living within our catchment area are given automatic enrolment. Children living outside our catchment area will be placed on a waiting list with enrolment going to children in order of when we receive their enrolment form. A copy of our catchment area is below.

STEP 3: Prep Information Session

Attend the 2017 Prep Information Session held in the Prep rooms on **Thursday 27th October 2016 from 9.00am to 10.00am**. All children are most welcome to attend. It is at this session you will receive valuable information on the Prep curriculum, procedures and school life in general. You will also receive enrolment handbooks and enrolment forms. Should you not be able to attend please contact our office for the relevant paperwork.

STEP 4: Enrolment Forms

Fill in the Richlands East State School Enrolment Form and return the following documents to the school:

1. All Enrolment Forms completed in full.
2. Your child's birth certificate (your child is not able to start the school year unless we have sighted their birth certificate or passport)
3. Parents and Child's Visa and/or overseas passports or citizenship documentation must be sighted and copied.
4. Proof of residency (you must show proof that you live within the catchment area. You can show an RTA Agreement or electricity bill. Your name and address must be sighted on these forms.)
5. Any information regarding your child's custody arrangements and medical needs.

ENROLMENT FORMS DUE: Friday 25th November 2016

STEP 5: Interview

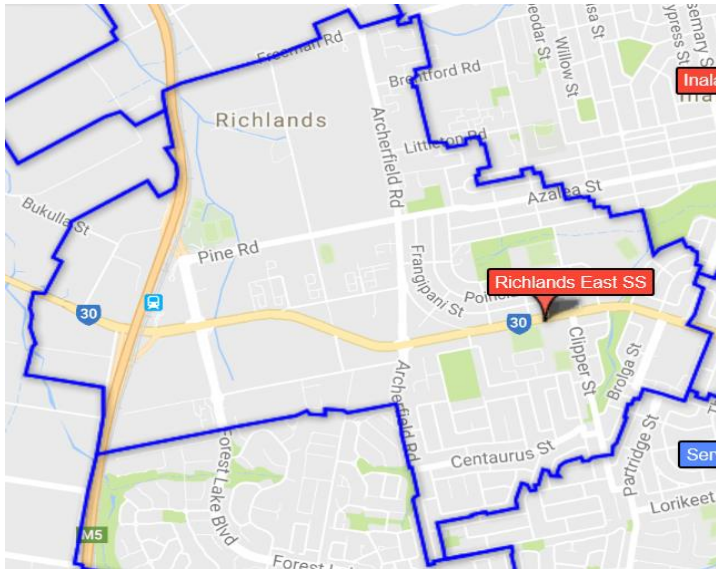
Once we receive your enrolment form you will be contacted with a date and time for an enrolment interview.

Both you and your child will need to attend this interview. At this interview you will meet with either our Principal, Deputy Principal or EAL/D Coordinator. Interpreters will be provided for families. At the same time your child will meet with one of our Prep teachers or teacher aides. This is so we can place your child in the best class in 2017.

All children and parents will be interviewed prior to commencement of Prep. This includes children enrolling at the start of next year. So your child can start school on day 1 of next year, please ensure your enrolment forms are given to the office and you have your interview this year.

STEP 5: Welcome Pack

You and your child will receive a welcome to Richlands East State School pack which will give you all the information you need to start the 2017 school year.



**Richlands East State School
Catchment Area**

Source: Quest Newspapers



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Website: <https://richeastss.eq.edu.au>

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Source: Quest Newspapers

