

27 July 2009

<NAME OF PARENTS>  
<ADDRESS>  
<ADDRESS>

Dear <NAME OF PARENTS>,

This letter is being sent to all parents who have registered their child for enrolment in Prep at Eatons Hill State School in 2010. Thank you for taking the time to do this. Please note that, even where an enrolment form has been completed and returned to the school, an enrolment does not become effective until the child actually presents for attendance.

The purpose of this letter is to advise you of the Prep enrolment process for this school, including events planned to inform parents about the nature of the Prep program, the Early Years Curriculum, and about Eatons Hill State School. Please check the school website [www.eatohillss.eq.edu.au](http://www.eatohillss.eq.edu.au) for updates, or ☎ 3264 9222, or email David Smith (deputy principal) [dsmi52@eq.edu.au](mailto:dsmi52@eq.edu.au) for further information.

An advice slip is included with this letter for you to return to the school to confirm or update our information. We also ask that you indicate if you will be attending one of the Information Sessions (Tuesday 1 or Thursday 3 September), and if you will be requiring an interview on Monday 18 October.

#### Key Events

##### **Tuesday 1 September**

- 7.00-8.30pm
- South Pine Community Church  
(Eatons Crossing Rd)

Information session for parents:

- What is Prep about?
- What is Eatons Hill SS about?
- Where to from here? (Enrolment)

##### **Thursday 3 September**

- 9.00-10.30am
- South Pine Community Church  
(Eatons Crossing Rd)

Information session for parents:

- As for Tuesday night, plus
- Morning tea (meet & greet)

- 10.30am -1.00pm
- Eatons Hill SS

- School tours

##### **Monday 19 October**

- Throughout the day – times to be confirmed
- At school (Prep rooms)

Enrolment Interviews:

- With a teacher
- Not essential / desirable for children with special needs or circumstances
- Need to pre-booked (from September)
- Essential paperwork and information collected

#### Enrolment Information Packs

These packs will include an enrolment form and other essential paperwork, as well as a range of information specific to Prep 2010. Packs will be available at the Information Sessions, or may be collected from the school office FROM September.

#### Is an enrolment interview required?

An interview is not required, though it is desirable for children with special needs or circumstances.

#### Enrolment Interview on Monday 19 October

A booking schedule will be available at each of the information sessions. Otherwise, the schedule will be available at the school office FROM September.

#### Enrolment Interview other than on Monday 19 October

It will be possible to book an enrolment interview other than on 19 October, though the opportunities and time available will be limited.

#### Enrolment forms & other essential paperwork - where an interview is not required/sought

Forms etc. will be included in Enrolment Information Packs. All required forms and essential information about your child should be returned to the school by the end of October.

#### Enrolment Management Plan

The school has an Enrolment Management Plan (EMP) in place which sets a maximum enrolment capacity. The EMP prescribes enrolment eligibility according to a defined catchment area which includes Eatons Hill and some parts of adjoining suburbs. Siblings of children currently enrolled at the school are automatically eligible. The school currently has some room for growth and so discretion may be exercised in determining eligibility. However, parents need to be aware that the EMP could be applied prior to the commencement of 2010. A copy of the EMP and associated map showing the prescribed catchment area is available at the school office. We hope to publish the finalised document on the school website shortly. Consideration of the EMP will be included in the Information Sessions for Parents.

#### Follow up Letter (December)

Where an enrolment form has been returned to the school, parents can expect to receive a letter or email some time in December. This letter/email will include, for example:

- Class placement (teacher / room – if known)
- Day 1, 2010
- The first 2 weeks, 2010
- Useful information

**To confirm/update our current information and to assist our planning, we ask that you refer to the enclosed response slip, and return it to the school as soon as possible.**

Yours faithfully,

David Smith  
Deputy Principal



## Eatons Hill State School Prep 2010 Enrolment Process

### Response Slip – **CHILD ALREADY REGISTERED**

(Please return to Eatons Hill State School as soon as possible)

#### Child and Parent Details

Child's Name	Date of Birth
1.	
2.	

Parents' / Carer's Names: \_\_\_\_\_

Residential Address: [If unchanged from that included on the envelope, note "UNCHANGED".]  
 \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Current Intention to Enrol in Prep in 2010

Please confirm your current intention to enrol your child in Prep at Eatons Hill in 2010 [Please ✓]:

Definitely YES

Undecided

Not Proceeding

#### Information Sessions for Parents

Please indicate if you will be attending either of the Information Sessions for Parents e.g. include "One" or "Both" beneath the session of choice e.g. "One" parent for Tuesday, "Both" parents for Tuesday.

Tuesday 1 September	Thursday 3 September

#### Enrolment Interview, Monday 19 October

Please note that your response is NOT a booking for an interview, but rather an indication that you will be making a booking, and the approximate time frame preferred. An interview booking schedule will be available at the school office from September.

I will be seeking to book an interview on Monday 19 October.    Yes / No    [Please circle.]

My preferred time frame for an interview:    [Please ✓]

7.00 to 9.00am	
9.00 to 11.00am	

11.00am to 1.00pm	
1.00-3.00pm	

3.00-5.00pm	
5.00-7.00pm	

Thank you for taking the time to provide this advice!