

## **ENROLMENT PROCEDURE FOR PREP – 2025**

This timeline has been devised to assist you with the enrolment procedure at St Francis Xavier Primary School.

### **School Tours**

Personal school tours can be organised for any day of the week. The Principal, Deputy Principal or a member of the School Leadership Team would be happy to share with you the many things that our school has to offer and to answer any questions that you may have.

Please contact the school office on (03) 9783 3424 and make an appointment.

### **Enrolments Open**

Enrolment forms for Prep 2025 should be submitted to the school office before Friday, May 31<sup>st</sup>, 2024. All families who have lodged an application form will be contacted and asked to book an Enrolment Interview.

Late enrolments will be accepted if there are still spaces available.

### **Enrolment Interviews**

Enrolment Interviews will take place during June and July. We ask that you allow 30 minutes for this meeting. The child being enrolled must attend the interview with one or both parents.

Acceptance letters will be posted to families at the conclusion of the interviews.

### **Parent Information Evening**

A compulsory Information Evening will be held for all parents on **Tuesday October 22nd at 7:00pm.**

### **Prep Orientation Days**

Prep students will partake in 4 x 1 hour Orientation sessions during Term 4.

- **Tuesday 29th October** 9:15am – 10:15am
- **Tuesday 12<sup>th</sup> November** 9:15am – 10:15am
- **Tuesday 19<sup>th</sup> November** 9:15am – 10:15am
- **Tuesday 26<sup>th</sup> November** 9:15am – 10:15am