



Spencer Park Primary School Enrolments Procedure

When students enrol at the school the procedure will be:

Parents and students made welcome by office staff.

Parents asked to complete appropriate forms and are then given:

- parent handbook.
- school requirements list.
- canteen price list.
- information document on uniforms.

Parents and student meet Principal.

Student placed in a class.

Parents and student escorted by the admin team or office staff to meet the classroom teacher.

Teachers to receive:

- copy of student's enrolment form upon student arrival.
- student's faction will be allocated by PE specialist within a few days.
- student records from previous school when available.

Office staff will follow up the Student Record Folder from the child's previous school.

Office staff should send appropriate information of enrolment to previous school.

Library notified by office staff so that student details can be incorporated into the library system.

Parent/teacher interview arranged if needed.