



Dear parents/guardians

1st May 2017

Eltham East Primary School is committed to providing a nurturing and caring environment which supports and inspires our children to value learning and grow in self awareness and social responsibility.

Welcome to our school community.

We understand that choosing your child's primary school is a major decision for you as parents. Our school extends a warm invitation to visit and find out about our school's policies, programs and facilities and just get a feeling of the school's spirit and ethos.

Our transition program for 2018 preps has three stages: pre enrolment, school orientation and school commencement.

Pre Enrolment

Eltham East Primary School offers a high-quality education to all primary school aged children. You are invited to make a time for a tour of our school with our Principal, Mrs Cheryl Macnee. As well as providing information about the school, there will be ample opportunity for you to ask questions specific to your child's needs.

Please call the office on 9439 9793 to find a convenient time.

We also conduct transition activities for children to sample various school activities – drama and movement, story time, a visit to the computer lab and an art lesson. These sessions are held in term two and three and you will need to access the school website for details on how to make a booking. Whilst these transition sessions are taking place, it is a wonderful opportunity for you to enjoy a cup of tea or coffee in the staffroom and get to know other parents.

School Orientation

During term four, enrolled children will ***participate in three orientation sessions – one big book and two classroom sessions***. These activities enable your child to feel comfortable in the school environment and also assist teachers to get to know your child and formulate appropriate class groupings. While the children's sessions are taking place there will be some parent information sessions available. On Tuesday 28th November the final parent information session takes place during the evening. These sessions are forums in which you are able to meet with school staff and discuss topics such as school readiness, preparation for school life, classroom programs, ways of becoming involved in the life of the school and other matters of interest.

School Commencement

Prep students attend school for half days during the first week and a half of of Term 1, 2018.

School Enrolment Process

Due to the high demand for positions at Eltham East Primary School the school has an official enrolment cap of 650 students. However, if Eltham East Primary School is the closest state primary school to your residential address you are eligible to enrol your child. In 2018 we will have 80 prep positions in 4 classes. **We are accepting all enrolments from the 1st of May until 21st of July.** After this date you will receive a letter confirming your place at our school. Families for whom EEPS is the closest state primary school will have priority. After this remaining places will be given to families outside of our area.

Parents seeking to enrol their child are asked to provide the original of their child's birth certificate or passport, their School Immunisation Certificate, details of any relevant medical issues including asthma or anaphylaxis plans and any other information that may assist us in ensuring your child's transition to their new school is successful. We also ask that you bring a recent gas, electricity account or rental agreement showing your address.

We look forward to welcoming you and your child to our school. If there is any information you would like to know about our school in the meantime or at a later time, please do not hesitate to make contact on 9439 9793.

Best wishes to you and your child.

Cheryl Macnee
Principal

Brooke Harbour
Transition Coordinator