**ENROLLING YOUR CHILD AT CALOUNDRA CITY PRIVATE SCHOOL**

At Caloundra City Private School, we focus our attention on the principle that *every student matters*. That is, our teachers and staff members try to make each child feel that they belong to a special place and that they will have the very best care and attention whilst at school. Psychologically, belonging to a valued community is one of the best ways for a person to live with optimism, positive psychology and, in Martin Seligman’s words, to “flourish”.

After initial contact between the school and parent(s), we offer families a tour of the school grounds, enabling parents and/or students to get a feel for Caloundra City Private School and our learning environment. We even offer a Trial Day for the children so they can experience what it would be like to attend Caloundra City Private School.

Orientation visits for Kindergarten and Prep occur in November, the year before they begin.

Transition programs from Pelican’s Nest to Kindergarten and Prep, Prep to Year 1 and Year 6 to Senior School are also provided to each student. This transition period is very important and allows each child to experience the next phase of their learning in a comfortable and non-intimidating environment.

At the beginning of each school year, we host a class party as an informal social gathering. This way, the children can meet their new peers and become more confident and comfortable on their first day at school.

At Caloundra City Private School, we offer an on-site developmental screening of all Prep students. The areas assessed are hearing, eyesight, fine motor skills, gross motor skills, and speech and language abilities. These developmental screens enable early identification of any issues that may impede students' learning and allows for early nurturing and intervention. Few schools offer this unique program; allowing children to be assisted before their learning is impacted/interfered with in a formal classroom setting. It is an invaluable step for children, their confidence, and development as they grow through school.

**The Enrolment Process at Caloundra City Private School**

* Parents Contact the school via phone, email, or online
* Enrolments Officer contacts the prospective parents with a Prospectus Pack, offering a tour of the school
* Tour is booked in accordingly
* Family tour the school with the Enrolments Officer
* Enrolments Officer explains the application process
* Prospective parents send in application forms via email, mail, or file in person
* Enrolments Officer processes the application form
* Enrolments Officer arranges an interview with the prospective family and either the Head of Junior School or Head of Senior School
* Interview is conducted accordingly – prospective parents are asked to bring students most recent reports and most recent NAPLAN result if applicable
* A Letter of Offer is emailed to parents once the interview is completed
* Parents are to return a signed copy of the letter of offer via email, mail, or file in person
* Receipt is sent to parents to confirm their position at Caloundra City Private School is secure
* Welcome Pack is sent to parents in preparation for child commencing at Caloundra City Private School (midyear enrolments receive a Welcome Pack straight away; following year enrolments receive a Welcome Pack at the end of the year).

How did you hear about Caloundra City Private School? Parents most often hear about the school through the following outlets:

* Web search
* Viewing the school’s website
* Driving past the school
* Real estate offices
* Word of mouth

Because we are a small school, we are flexible when working around a family and child’s reasonable requirements; we take pride in being able to readily assist families’ one-on-one with any enquiries. Our aim is to help each child learn and even to exceed their expectations of what they thought they might be able to achieve in their education.

Dr Dirk Wellham  
Principal