

4th May 2020.



Hi 2020 Grade 6 Parents and Guardians,

We have received confirmation that the final date for the Year 7 application form has been moved to 29th May 2020. In light of this information we need to get the Parent Information Packs and Application for Year 7 placement forms in circulation.

On the school website you will be able to access a copy of the Year 7 Parent Information Pack. Please take the time to look over it – you do not need to print it or the form inside it.

The forms have been printed at school and the teacher will fill in the 'designated neighbourhood school' before these are distributed. You will receive the form in the mail. Inside the envelope will be the 'Application for Year 7 placement 2020' and a reply-paid envelope. You must make sure you fill in the form completely and SIGN it. Please read all 4 pages carefully.

The form MUST be completed and returned to school Monday 25th May 2020 to ensure we can lodge all of these forms correctly by the 29th May 2020. Please send them in the reply-paid envelope to avoid a rush of people at the school office during the COVID 19 restrictions.

If you wish to look up the school your child is designated please visit www.findmyschool.vic.gov.au

At this stage any schools who are holding information evenings may be online so it would pay to look up the website of those schools for further information. Also, please keep checking the CGPS website for details about school transition as information will be updated as it arrives.

Please note:

1. Your designated school is the area you are zoned to and this will be filled in.
2. In section 4B you can list up to 3 schools in order of preference (please read the information)
3. If you are claiming 'Sibling Access' to a school make sure all of the information is provided.
4. Section 5 is only completed by those who have received confirmation at a Non-Government school or for Home Schooling in 2021
5. SECTION 6 MUST BE COMPLETED TO SUBMIT YOUR FORM. Please read the information and tick the boxes. Please ensure that the forms are signed before returning them.

Please note that:

- You must check that all of the information provided is correct – you must contact us if there is any incorrect information in the pre-populated form.
- We have been advised that we will be able to notify you of your child's Year 7 placement offer for 2021 on Wednesday 19th August 2020.
- If you receive, and accept, an offer to a non-government school or officially receive acceptance to an independent school please provide us with a copy of this information.

APPEALS PROCESS

- The appeals process is only open to Parents/Carers on Thursday August 20th 2020. (The school can provide you a copy of this form)
- **You** must lodge these with your preferred secondary school by 31st August 2020
- Appeals will be notified of success on Friday 11th September 2020

The Secondary Schools Orientation Day for year 6 students is *Tuesday 8th December 2020*.

Queries can be directed to Belinda Harrington and Ann-Marie Pearce – Transition Coordinators, or directly with your student's classroom teacher.