



## **2016 Enrolments for Exford PS**

Tuesday 24 March 2015

Dear Parents,

New families who are interested in enrolling at Exford PS need to reside within our 'school neighbourhood'.

Exford PS's enrolment policy states that all new families who wish to enrol their children must live within the enrolment boundary as determined by the DET, with the exception of the siblings of currently enrolled students who reside outside the enrolment boundary and this policy is effective May 2013. The estates of Eynesbury, Strathtulloh and Waterford are included in our enrolment zone, as is Exford and parts of Parwan and Mt Cottrell.

The Exford PS Enrolment Policy applies to all new families wishing to enrol their children at Exford PS from this date. If you are unsure, please contact the school for clarification.

**Open Afternoons for 2016 Enrolments** - Enrolment packs will be made available on these days.

- No 1. Thursday 23 April - 3:45 - 5:15 pm
- No 2. Wednesday 20 May - 4 - 6 pm
- No 3. Wednesday 17 June - 4 - 6 pm
- No 4. Wednesday 19 August - 4 - 6 pm

- Please RSVP the school on [exford.ps@edumail.vic.gov.au](mailto:exford.ps@edumail.vic.gov.au) to book into one of the Open Afternoons. Please provide your child's name and date of birth, your residential address and who will be attending the tour.
- All of our teaching staff will be available on Thursday 23 April to provide for individual tours - the subsequent Open Afternoon dates will be group tours run by our Leadership staff.
- Students who have returned Enrolment forms can take part in our 2016 Transition program, as detailed below. Please be aware that Enrolment forms cannot be accepted without a copy of the birth certificate.

### **2016 Transition Program**

Our Transition program supports our enrolled 2016 Prep children and also new students transferring to Exford; children in Years 1-6 (2016) will have the opportunity to spend two days in an age appropriate classroom.

The purpose of our Transition Program is to support our new students to feel secure and happy in their new school; removing any apprehension students may have and freeing them to focus happily on the school experience ahead. We hope the program achieves the same for the children's families!

Date	Visit	Students	Transition time
Wednesday 14 October 2015	Play Date	2016 Preps	4 - 4:30 (or as long as you like!) We invite the children to come for a play and an informal meet and greet with our current Prep staff. The children can have a play on the playgrounds and meet each other.
Tuesday 10 November 2015	Transition Visit 1:	2016 Preps	<ul style="list-style-type: none"> <li>9:00 am - Arrive, sign in and then meet at the playgrounds</li> <li>9:15 am - 10:30 am - Classrooms</li> <li>9:30 - 10:30 am - Parent Information Session - Starting school at EPS</li> </ul>
Tuesday 17 November 2015	Transition Visit 2:	2016 Preps	<ul style="list-style-type: none"> <li>9:00 am - Arrive, sign in and then meet at the playgrounds</li> <li>9:15 am - 10:30 am - Classrooms</li> <li>9:30 - 10:30 am - Parent Information Session - Classroom Life in the early days of Prep</li> </ul>
Tuesday 1 December 2015	Transition Visit 3:	2016 Preps	<ul style="list-style-type: none"> <li>9:00 am - Arrive, sign in and then meet at the playgrounds</li> <li>9:15 am - 10:30 am - Classrooms</li> <li>9:30 - 10:30 am - (TBC) Information Session on our Language Program - <i>Sound Waves</i> - with our Speech Pathologist - how you can help at home.</li> </ul>
		2016 Yr 1 - 6 students	<ul style="list-style-type: none"> <li>9 am - 3:30 pm</li> <li>(8:30 am arrival and playground time - into classrooms at 8:50 am)</li> <li>9:10 - 10:10 am - Parent Information Session - Starting school at EPS</li> </ul>
Tuesday 8 December 2015	Transition Visit 4:	2016 Preps	<ul style="list-style-type: none"> <li>9:30 am - 12:30 pm</li> <li>9:15 am arrival and playground time - into classrooms at 9:30 am - we then encourage you to leave and go and have a cuppa somewhere and then return - this is important for kids to know you will leave them with us, but will always return!!</li> <li>Our goal is to have the 2016 Prep children with their 2016 teacher on this last visit.</li> </ul>
		2016 Yr 1 - 6 students	<ul style="list-style-type: none"> <li>9 am - 3:30 pm</li> <li>(8:30 am arrival and playground time - into classrooms at 8:50 am)</li> </ul>

## Uniform Ordering:

We will have 10 sessions for our new families to book in to try on and purchase the children's uniforms. We suggest buying the Summer uniform in Term 4 (e.g. Summer Dress, skort, shorts, polo shirts, bomber jacket, windcheater) and purchasing Winter items once the cooler months are on their way in 2016.

## Tiq Biz

### *Download Tiq Biz (see attached instructions)*

Tiq Biz is our school app and it is free to download from your app store. It can be used on your smart phone, tablet or PC and is a great way for us to keep you informed about events and activities happening in the school. Our fortnightly newsletter is also sent electronically through Tiq Biz.

Thank you for being interested in Exford Primary School for your child / children. It is a lovely school with a great community.

Thank you,

*Lisa Campo*

Ms Lisa Campo  
Principal

# Using Tiq Biz - Exford's school app!!

Please come and see us if you need help with setting your Tiq Biz up.

We're using an app  
to communicate  
with you.

You'll be notified of our news, messages,  
events and other communications.

Simply download the tiqbiz app  
to your phone or tablet.

**Search in your app store: tiqbiz**



Android Device



iPad & iPhone



Windows Phone  
(Version 8.0 and above)

**IMPORTANT NOTE TO APPLE USERS:**  
Click 'allow' notifications when asked.

Don't have a smartphone or tablet?  
Download tiqbiz on your PC or Mac at [www.tiqbiz.com](http://www.tiqbiz.com)

To make a selection, follow the steps on the next page

**tiqbiz**  
[www.tiqbiz.com](http://www.tiqbiz.com)

## Find and tick



**Log-in**  
Open tiqbiz and register/log-in.



**Find**  
Click the 'Find Boxes' and type our name into  
the search bar. Select us from the results.



**Tick**  
Click the grey tick on the boxes that apply to you.  
When the tick turns green, you're connected.



**Inbox**  
Click on the Inbox icon.  
This is where you will receive our instant messages,  
newsletters, notices and calendar events.

Technical Support 9am-5pm Mon-Fri (AEST)

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NSW (02) 8091 6826 | WA (08) 9467 5780  
QLD (07) 5641 4565 | Email [team@tiqbiz.com](mailto:team@tiqbiz.com)

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