

3 September 2018

Dear Parents/Caregivers

**re: Ashburton Intermediate Enrolment for 2019**

This term, Term 3 2018 our school will commence an induction programme to welcome parents and pupils to Ashburton Intermediate. Hopefully you will find our approach a thorough and personalised one for you and your child.

Naturally there will be a certain sense of apprehension about enrolling your child owing to the changes involved. We are very confident however that your child will settle in quickly and enjoy the many benefits and opportunities that Ashburton Intermediate has to offer.

Outlined below is the Induction Programme time frame:-

**Initial visit to Contributing Schools 3 -11 September**

The Principal of Ashburton Intermediate will visit contributing schools to talk briefly to all Year 6 students and distribute an enrolment pack that contains this letter, an enrolment form, a prospectus and an invite to our Open Night

**Open Night -Tuesday 25 September**

Open Night commences in our hall at **7:00pm** with a welcome followed by visits to classrooms at **7:20pm until 8:30pm**

**Interviews – 23 October - 1 November**

This is an opportunity for parents or caregivers to make an appointment to meet with the Principal or Deputy Principal on a personal basis. Your child is encouraged to attend.

Please phone 308 9563 to make an appointment. It is important to arrange your 10 minute interview as soon as possible to avoid missing this opportunity

**Enrolment forms and accompanying copy of Birth Certificate to be returned by Monday 5 November**

Enrolment forms can be returned to your child's school where they will be collected by the Deputy Principal or posted to Ashburton Intermediate, PO Box 294, Ashburton. You are also welcome to drop the enrolment form into our office.

**Induction Visits to Contributing Schools 5 - 15 November**

The Principal and Deputy Principal will visit contributing schools to carry out enrolment information gathering. The Principal along with former pupils from each school will speak to Year 6 students and allow a discussion time that will take approximately an hour. The Deputy Principal will meet with Year 6 teachers during this time.

**Contributing Schools Orientation Visit – Friday 23 November**

Year 6 students along with their teachers visit Ashburton Intermediate. Students from non-contributing schools will also be given the opportunity to attend on this day.

**PTO**

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### **Start of 2018 Information Packs delivered Monday 3 December**

An envelope is delivered to contributing schools for all enrolled students. This envelope contains:-

- Stationery List for 2019
- Parent Information
- Meet the Teacher Interview time for Friday 25 January, 2019

### **PTA Second Hand Uniform Sale – Wednesday 16 January 2019**

The PTA has second hand uniform for sale in our school hall from 1 – 3pm on this date.

### **Meet the Teacher Interview Friday 25 January 2019**

Parents and child are given a ten minute interview time to meet with their classroom teacher for 2018 and learn where their classroom is located. This is an ideal opportunity to share information.

### **Formal Classes Commence – Monday 28 January 2019**

Hopefully parents and students will find our programme supportive and welcoming. Further communications to parents will be distributed via contributing schools, to provide further information, and to serve as reminders of events to happen.

If your child is from a non-contributing school please ensure that we have your name, address and a contact number so that we can keep in touch with you.

Please feel free to contact the school to speak to either the Principal or Deputy Principal at any stage of the Induction Programme to clarify information or to discuss concerns.

Your sincerely

**Judy Jemmett**  
**Deputy Principal / Year 6 Enrolment Co-ordinator**