

## Incoming First Year Students – Process

Date	Explanation
By end of September	<p>Each local primary school is visited by a DP and a letter is given to the Principal including packs for each student in 6<sup>th</sup> class. Each pack contains:</p> <ul style="list-style-type: none"> <li>✓ A letter</li> <li>✓ Expression of Interest Form</li> <li>✓ The Coláiste Bríde Prospectus</li> <li>✓ Advertise Open Day</li> </ul>
October	<p>Open Day – October 11<sup>th</sup> 2018, 5pm – 7.30pm</p> <p>Return Expression of Interest Form by October 15<sup>th</sup> at 2pm</p> <p>By end of October all parents that have completed an Expression of Interest Form will be invited to attend Registration Night. Parents will be asked to bring with them –</p> <ul style="list-style-type: none"> <li>- a completed Application Form (will have been sent to parents with the invitation)</li> <li>- 2 passport photographs</li> <li>- Birth Certificate of student</li> <li>- €160</li> </ul>
November 12 <sup>th</sup>	<p>Registration Night – Parents will complete registration, receive a Parent Handbook and attend an information session hosted by the Principal and Deputy Principal(s). Tours of the school will also be available.</p> <p>Fully completed applications are presented to the Board of Management and ratified. An appropriate letter will be sent to parents e.g. Offering a place in 1<sup>st</sup> year or reminders re missing documents, etc</p>
January	<p>Letter to parents re Entrance Tests and Subject Choices including Description of Subjects, Subject Choice Form, Notice regarding dates for fitting of new school uniforms</p>
March / April	<p>Guidance Counsellor and Learning Support Teacher visit the primary schools to gather information about incoming students. Generally the meeting is with Principal, Learning Support / Resource teacher, 6<sup>th</sup> class teacher etc.</p>
April	<p>Treasure Hunt – applicants are invited to the school to participate in a treasure hunt and are given a list of things, people and places / rooms to find</p>
May	<p>Parents of applicants are invited to meet with the Guidance Team, on an individual basis, to exchange information and answer any queries that parents may have in relation to the transition to secondary school</p>
June	<p>Welcome Pack including letter, Booklist, Opening Dates, Calendar and other reminders as appropriate e.g. book grant, notice of meetings</p>
August	<p>Information Night for Parents of 1<sup>st</sup> Years</p>