



Be Respectful Be Safe Be Kind Be a Learner

Dear Families,

If your child is transferring from another school to Rangebank, please follow the following process:

1. **Find My School:** Please check Find My School <https://www.findmyschool.vic.gov.au/>, the Victorian Government's website detailing school zone information, to ensure that Rangebank Primary School is within the correct zone for your home.
2. **Interview:** You can enrol your child at Rangebank Primary School at any time during the year following an interview. This is particularly helpful if you are new to the area, are from interstate or overseas. Please request an interview by phoning the office on (03) 5996 8900.
3. **Enrolment Form:** To enrol your child at Rangebank Primary School you will need to fill out an enrolment form **ONLY** if transferring from a non-Government or interstate school. If your child is transferring from a Government school in Victoria **this is not required**.

The form is available to download from the website's enrolment page, and also from the front office.

The form will provide the school with important information about your child, including:

- Evidence of your child's date of birth
- Your contact, phone and address details, and that of any other parent, guardian and or carer
- Names and contact details of emergency contacts
- Doctor's and dentist's names and phone numbers
- Immunisation Status Certificate
- Health and welfare information
- Information about the language/s your child speaks and hears at home

If you need an interpreter to help fill out the enrolment form, our staff can help organise this for you.

4. **Orientation Sessions:** Please contact our school office on (03) 5996 8900 to register for a tour.

If you have any questions please do not hesitate to contact our friendly office team.

Kind regards,
Ms Adriana Allan
Acting Principal

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