



**Our Lady of Dolours  
Catholic Primary School**  
94a Archer Street, Chatswood  
NSW 2067  
Phone: 02 9419 2645  
Email: [old@dbb.catholic.edu.au](mailto:old@dbb.catholic.edu.au)

## Enrolment Procedure

1. Fill in the Electronic Enrolment Form  
(<https://www.csodbb.catholic.edu.au/uploads/ppage/files/Primary%20School%20Enrolment%20Form%20-%20May%202020.pdf>) – ensure you select 'Our Lady of Dolours' and both parents must sign the enrolment form
2. Make sure **ALL** documents listed on the Enrolment Checklist are supplied – please note colour copies of certificates and passports are accepted but the original documents will need to be sighted at the School Office at the time of your interview
3. Lodge the Enrolment Form & documentation at the office with the \$80 application fee – this can be done in person, by mail or by email. EFT payments are accepted at the School Office or by phone
4. When the School Office has received all documents, we will contact you to make an appointment for you **and your child** to meet with the Principal.
5. You will also need to book a time for your 'Parents Connect Gathering' with Father Jim and Bernadette Ho. Bookings can be made through the Parish website [bbcatholic.org.au/Chatswood](http://bbcatholic.org.au/Chatswood) under the schools tab or by contacting Bernadette Ho [bernadette.ho@bbcatholic.org.au](mailto:bernadette.ho@bbcatholic.org.au) or (02) 9410 9021.

This is a parents' gathering. **Children don't need to attend**, but you are welcome to bring children if you don't have other babysitting options. Either or both parents are welcome to attend. The gatherings offer informal and friendly opportunities, designed to welcome you to our Parish family and build a sense of belonging and connection within our Parish community.

2020 dates for the 'Parent Connect Gatherings' for Primary School are: *(NB: You only attend one session)*

- Saturday 13 June 10-11am
- Saturday 8 August 10-11am
- Saturday 12 September 10-11am

Thank you  
Our Lady of Dolours Primary School



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## Our Lady of Dolours Catholic Primary School Enrolment CHECKLIST

Thank you for applying for enrolment at Our Lady of Dolours Catholic Primary School Chatswood. To assist you with our enrolment procedure please note the following:

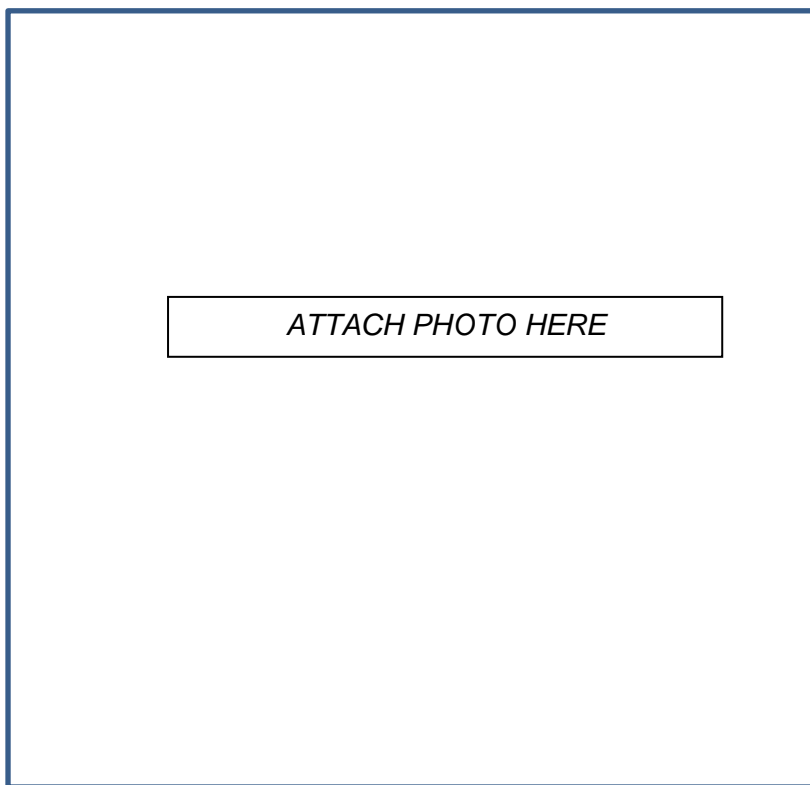
- Please read carefully and complete all details on the application form. ***Should there be a change of address or telephone number before your interview, please contact the School Office immediately.***
- A copy of the following documents will be required to be returned with the Electronic Enrolment Form ([www.olddb.catholic.edu.au/wp-content/uploads/2020/05/Primary-School-Enrolment-Form-May-2020.pdf](http://www.olddb.catholic.edu.au/wp-content/uploads/2020/05/Primary-School-Enrolment-Form-May-2020.pdf))
  - Child's Baptismal Certificate (if Catholic)\* **(If not Catholic please provide a statement about your beliefs and faith.)**
  - Parish Form
  - Child's Australian Birth Certificate\* (If not Australian, copy of translated birth Certificate)
  - Copy of child's passport\* and visa grant letter (if born overseas) or Australian Citizenship Certificate.
  - Copy of parents' passports\* and visa grant letter (if born overseas) or Australian Citizenship Certificate.
  - Recent passport size photo of student
  - Recent family photo (approx 10 x 15cms)
  - Languages Spoken at Home Form
  - Permission to contact Pre-School/Kindergarten form
  - Last Primary School Report (if transferring from another school)
  - Copy of document(s) to support any special needs (eg. medical, legal etc)
  - Copy of immunisation record (from Medicare website)

\*Copies accepted with enrolment form, but originals of certificates and passports need to be sighted by the School Office.

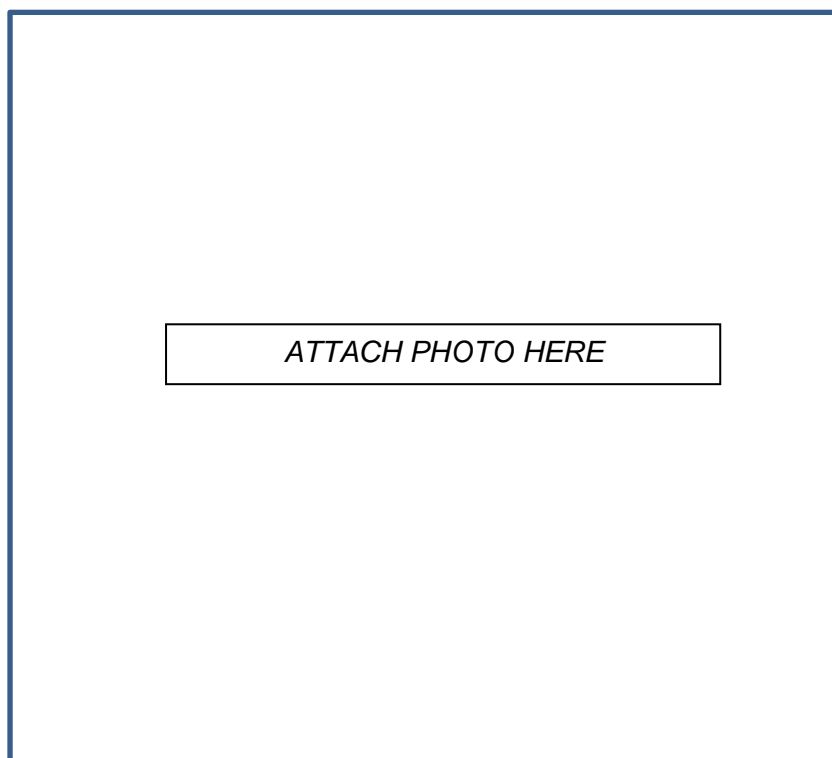
- All enrolments are subject to interview. You will be notified of your appointment date and time.
- The application fee is \$80.00 (non-refundable) and is payable upon application of enrolment.
- Should you have any further queries, please do not hesitate to contact the School Office.

Thank You  
Our Lady of Dolours Catholic Primary School

**Family Photo**



**Student Photo**





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### **LANGUAGES SPOKEN**

*At Our Lady of Dolours Primary School, Chatswood, we celebrate the wonderful cultural diversity of our students.  
To help cater for the literacy needs of our students, could you please provide the following important information:*

Student's name: \_\_\_\_\_

Student's class/year: \_\_\_\_\_

Student's country of birth: \_\_\_\_\_

Length of time in Australia: \_\_\_\_\_

The main language spoken by the student: \_\_\_\_\_

Other languages spoken by the student: \_\_\_\_\_

How long has the student spoken English: \_\_\_\_\_

Languages spoken by the Mother:

Main language: \_\_\_\_\_ Other: \_\_\_\_\_

Languages spoken by the Father:

Main language: \_\_\_\_\_ Other: \_\_\_\_\_

Is there a Grandparent/Carer who speaks another language? \_\_\_\_\_

What is this language? \_\_\_\_\_

Signed by the Parent/Carer \_\_\_\_\_

Dated \_\_\_\_\_

*Thank you for providing this information*



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## Permission to Contact Pre-School/Kindergarten

***Please print***

Pre-School/Kindergarten name:

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male/Female: \_\_\_\_\_

A 'Prior to School Questionnaire' will be emailed at a later date to the Pre-School/Kindergarten. This will provide the Kindergarten School Teachers with important information that will facilitate the child's successful transition and start to school.

I/We give permission to the school to contact this service provider regarding my child's development.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OUR LADY OF DOLOURS  
*Chatswood Catholic Parish*



We invite you to book into a "Parents' Connect Gathering" online at [bbcatholic.org.au/Chatswood](http://bbcatholic.org.au/Chatswood) or by contacting [Bernadette.ho@bbcatholic.org.au](mailto:Bernadette.ho@bbcatholic.org.au). Please complete this form and bring it along with you.

CHILD'S FIRST NAME		SURNAME	
Address			
Child's religion		If Baptised, date and place	
<b>DETAILS OF PARENTS</b>			
Mother's Name		Religion	
Father's name		Religion	
Email		Phone	
<b>Do you have a church community to which you presently belong? If so, which?</b>			
<b>Describe your involvement in this or any church in the last ten years</b>			
<b>How do you live out your faith and spirituality?</b>			

# Parents' Connect Gathering



Relaxed, fun and informal, our gatherings offer a wonderful opportunity to:

- Connect with members of our parish team and meet other parents in our parish community.
- Reflect on the supportive faith partnership created between home, school and Parish.
- Discover pathways to belonging in our Parish family. You belong and we look forward to getting to know you and hearing about your family.
- Explore where you are on your faith journey and discover how our Parish seeks to support you to nurture your spiritual growth. Wherever you are on your faith journey, we welcome you and we're glad you're here with us.

## WHERE DO WE MEET?

Designed for parents, the gatherings are held in the parish meeting rooms (Magnificat Room) located on the corner of Kirk and Archer Streets opposite the church. Either or both parents are welcome to attend.

## BOOK ONLINE

Go to [bbcatholic.org.au/Chatswood](http://bbcatholic.org.au/Chatswood) under the "schools" tab or contact Bernadette Ho [Bernadette.ho@bbcatholic.org.au](mailto:Bernadette.ho@bbcatholic.org.au) Ph: 9410 9031

We look forward to spending time with you!

## Parents' Connect Gathering dates for 2020

Saturday 7 March 2020	10- 11am
Saturday 4 April 2020	10 -11am
Saturday 16 May 2020	10 -11am
Saturday 13 June 2020	10 -11am
Saturday 8 August 2020	10 -11am
Saturday 12 September 2020	10 -11am