



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

## Enrolment Procedure Checklist

1. Fill in the Electronic Enrolment Form – 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 7 March 10-11am
- Saturday 4 April 10-11am
- Saturday 16 May 10-11am
- Saturday 13 June 10-11am
- Saturday 8 August 10-11am
- Saturday 12 September 10-11am

Thank you  
Our Lady of Dolours Primary School