



# Sacred Heart Grammar School

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Principal:

Sr. Julie McGoldrick, M.Rel.Sc., B.Ed. Hons.

August 2018

Dear Parent/Guardian,

I hope that you are having an enjoyable summer and have managed to find some time to rest and relax.

This letter contains important information with regard to your daughter's return to school at the end of August.

Enclosed is an 'Outline of Key Dates & Times' for the Student Registration, along with the 'Short Registration Form' and 'Data Collection Sheet'.

### Essential Items for Registration Day

- Completed 'Short Registration Form' (enclosed) – Check details on 'Data Collection Sheet' and amend accordingly.
- Capital Fee of £70 for all students.

### School Uniform

- Your daughter's uniform will be checked at Registration.
- All items of uniform must be clearly marked with your daughter's full name.
- Your daughter should wear her green school blazer, skirt, blouse, tie, regulation knee length socks or dark green tights and regulation black shoes with black soles (**heels should be no higher than 4cms. Light pumps are unacceptable.**)
- The school jumper is optional.
- Year 9 and Year 10 students should bring their school bag (one with two shoulder straps).

### Registration

I appreciate your co-operation in helping to ensure that the registration of more than 850 students takes place smoothly and therefore ask that your daughter presents in full school uniform at the assigned Registration day and time. In the event that your daughter cannot attend her assigned Registration, you are requested to inform the Principal **in advance and in writing**, stating clearly the exceptional reasons for her non-attendance.

**Please note that only students in Years 8, 11, 13 and 14 will return to school on Monday 3<sup>rd</sup> September 2018 for normal timetabled lessons, with ALL students resuming their normal school day on Tuesday 4<sup>th</sup> September 2018.**

### Family Holidays during Term Time

Sacred Heart Grammar School strongly discourages parents/guardians from arranging family holidays during term time as they interrupt the continuity of teaching and learning and can disrupt the educational progress of individual students.

Family holidays taken during term time may be categorised as an **unauthorised absence**.

I hope you enjoy the remainder of the summer holidays!

With every good wish

Yours sincerely,

Mr Paul Kane  
Acting Principal

# SACRED HEART GRAMMAR SCHOOL



## SHORT REGISTRATION FORM 2018 - 2019

Please check the Data Collection Form attached, complete the enrolment application below and return this form to school on the first day of registration

### Data Collection Sheet

The 'Data Collection Sheet' attached with this form details the personal information held on our school records. Please check carefully that all of the information is correct. If there is any information that you need us to update, please annotate on the Data Collection Sheet and return to school on the first day of registration. If all the information indicated is correct, you do not need to return the sheet to school.

I have checked the enclosed Data Collection Sheet carefully: *(please tick as appropriate)*

*The information on the Data Collection Sheet is correct*

*I have updated the information and attached the amended Data Collection Sheet*

### Enrolment Application

I wish my daughter \_\_\_\_\_ Class: \_\_\_\_\_

to be enrolled in Sacred Heart Grammar School for the 2018/2019 Academic Year and, in doing so, agree to pay in full the Capital Fee of £70 for the 2018/2019 Academic Year.

Parent/Guardian Name (Print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

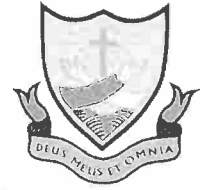
Date: \_\_\_\_\_

### Admin (For Office Use Only)

Uniform	Capital Fee	
Checked & correct	Paid in full (by Cash or Cheque)	Alternative Payment Arrangement



# Student Registration August/September 2018 An Outline of Key Dates & Times



<b>Thursday 23<sup>rd</sup> August</b>	<b>9.00am-10.30am</b> <b>(1.00pm-2.30pm)</b>	Distribution of GCSE results in school Interviews with transition students
<b>Friday 24<sup>th</sup> August</b>	<b>Baker Day</b>	(No students - Staff only)
<b>Monday 27<sup>th</sup> August</b>	<b>Holiday</b>	
<b>Tuesday 28<sup>th</sup> August</b>	<b>10.00am-12.30pm</b> <b>(1.00pm-2.30pm)</b>	Registration of Year 10 & Year 12 students Interviews with transition students contd.
<b>Wednesday 29<sup>th</sup> August</b>	<b>9.30am-11.00am</b> <b>(10.30am-12.30pm)</b> <b>1.30pm-2.30pm</b>	Registration of Year 13* & Year 14 students (*Registration for subjects in Abbey GS) Senior Prefect Training (Year 14 students)
<b>Thursday 30<sup>th</sup> August</b>	<b>9.30am-11.00am</b> <b>11.00am-3.00pm</b> <b>1.00pm-3.00pm</b>	Registration of Year 9 & Year 11 students Guys & Dolls Rehearsals (Drama Room) Year 8 Induction (with parents/guardians)
<b>Friday 31<sup>st</sup> August</b>	<b>Staff Development Day</b>	
<b>Monday 3<sup>rd</sup> September</b>	<b>NORMAL SCHOOL DAY FOR <u>YEARS 8, 11, 13 &amp; 14 ONLY</u></b> <b>10.00am-11.00am</b>	Registration of Year 13 Abbey students in SHS
<b>Tuesday 4<sup>th</sup> September</b>	<b>NORMAL SCHOOL DAY FOR <u>ALL</u> STUDENTS</b>	

## Additional Points to Note

- Registration for each year group will begin at the time indicated above
- All students are expected to be present at the start of the registration session
- Each registration session should last approximately 1 - 1½ hours.
- An Information Session for parents/guardians of all Year 13 students will be held on **Thursday 6<sup>th</sup> September 2018 in St Clare's Hall at 3.45pm-4.30pm**. At this session, the requirements to facilitate a successful induction for students into Year 13 will be discussed.

## FAO Year 13 Students Studying Subjects in Abbey GS

\*At 10.15am on Wed 29<sup>th</sup> Aug 2018, Mrs L Fleming (Year Head) will bring those Year 13 students studying subjects in the Abbey GS over to the Abbey school site to meet their subject teachers. Mr Sloan, Principal of Abbey GS, extends an invitation to any parent /guardian who wishes to attend their daughter's registration in the Abbey GS (beginning at 10.30am as indicated above).

Please note: Year 13 students taking AS Moving Image Arts in the Abbey GS must attend the 2-day induction course (AMMA Training) in the Abbey GS on Thurs 30<sup>th</sup> August 2018 & Friday 31<sup>st</sup> Aug 2018.