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## ENROLMENT INFORMATION

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### **ENROLMENT TO PRIMARY 1**

Enrolling your child is relatively simple. Midlothian Council will send information to all households in which a child is of age to begin their primary education in August 2016. In respect of any requests for enrolment to a school outwith a local catchment area, information is also provided. Midlothian processes all such requests centrally, advising parents of the decision, normally in early April. **You should enrol/register with your local catchment school even if you are planning to put in a placement request for a different school.**

Our registration week took place during week beginning Monday 16th November 2015. You should provide the following:

- Proof of address
- Your child's birth certificate
- Details of your child's doctor
- Emergency contact numbers including mobile numbers

Should it not be possible to come to school during the registration week, alternative arrangements can be made through contacting the school. In May, if you are out with the catchment area, you will be contacted by Mrs Cochrane, our Acting Depute Head Teacher with responsibility for the early years, when the school has confirmation from the Education Department that your child has been granted a place at Lawfield.

### **STARTING PRIMARY 1**

The first year in school is extremely important in your child's education. We aim to make this an enjoyable, successful and secure time for children. Before the school's summer break, we write to invite new Primary 1 parents and children to a school visit. We encourage all parents to take up this visit before starting in Primary 1. Should you be unable to attend the visit, an alternative opportunity to visit can be arranged by phoning the school on 0131 271 4620.

The arranged visit gives the children an opportunity to see the school, become familiar with their new classroom and meet their teacher and other adults with whom they will be working. The children will also meet some of their new classmates. The visit also includes an opportunity for our parents and the school to discuss and prepare for the early experiences of Primary 1.

Children are admitted to school in groups over the first few days of term in August. This provides a more secure beginning, allowing staff time to meet children individually and providing parents with an opportunity to talk to teachers. Your child will attend school for mornings only for the first two weeks then full days thereafter. As part of the pre-summer visit, your child will receive his/her school information booklet, to share and discuss with you. The booklet contains helpful information and photographs about the start of school.

We also run a session for parents called "Getting Ready for School" which has been very successful. Information about this session will be sent to you directly but please do not hesitate to ask us about it.