



Preparing for Interview

Every student that enrolls at Rivermount College is required to attend an Interview prior to admission. The Interview will take approximately one hour during which your family will meet with the relevant Head of School, the Director of Enrolments and Marketing and a member of our Finance team. All family members are welcome to attend the interview and where possible the College will interview siblings simultaneously.

The College requires the following documentation **PRIOR** to the interview date:

- A completed Student Information Form
- Birth Certificate or Passport
- School Reports for the two years prior to entry (if applicable)
- NAPLAN results where applicable
- Copy of all applicable Learning/Assessment or Medical Reports
- A small passport size photograph
- Copy of current Court Order/Parenting Plan/Legal Documents (if applicable)

Please note that we are unable to book an interview appointment until the above documentation is submitted. If the College determines that a student may require additional learning or welfare support, a follow up interview will be arranged with the Director of Support Services.

Signing of College Policies:

All students are required to sign and submit the following College policies:

- Code of Behaviour
- Cybersafety

A copy of these policies is given to all families prior to interview. We request that parents and students read and sign the policies prior to the interview ready for submission to the College on the day of interview.

Confirmation of Enrolment

An offer of enrolment may be made after a formal interview is conducted and is subject to the availability of a relevant place/s in the College.

A non-refundable Confirmation Fee of \$200 per child is payable when accepting a place of offer at the College. Please note that this is a once only payment to secure a place at the College and is not refunded under any circumstances. This amount is not credited to fees.

All documentation can be posted or emailed to:
The Director of Enrolments and Marketing Rivermount College
PO Box 693 BEENLEIGH QLD 4207
Email: enrolments@rivermount.qld.edu.au Ph: 3287 0000 CRICOS Provider No:01248A

Frequently asked Questions

What is the purpose of an enrolment interview?

- For students entering Prep, this is essential to determine readiness for school
- To ensure that the College is able to meet the needs of the student in terms of support and to meet the expectations of families in relation to their educational objectives
- To get to know the student personally, beyond what is provided on the enrolment documentation
- For families to ask questions and address areas of concerns
- For the College to explain to families important policies and procedures and day to day life on campus

How long will the interview take?

Generally, an interview can take up to an hour to complete. If an assessment is needed we may require more time or we will schedule an additional appointment.

What do I need to bring to the interview?

- All documentation must be provided prior to the booking of an appointment. A copy of the Code of Behaviour and
- Cybersafety Policy should be signed by parents and the student and submitted at the interview.

Who should attend the interview?

It is a requirement that the student enrolling at the College be in attendance and accompanied by at least one parent or legal guardian.

How can a student prepare for the interview?

- Get a good night's sleep before the interview
- Do not be concerned if you are nervous. This is very common and normal
- Dress to impress. Your current school uniform is appropriate.
- Be prepared to answer questions and feel free to ask questions
- Always be honest. If you do not know the answer to a question, just say so
- Be polite and use good manners

Tips for a successful interview:

- Be flexible when booking your appointment. Interviews are conducted on school days between the hours of 8:45am and 4:00pm
 - Please be on time. If you are running late please contact our Administration Office on 3287 0000.
 - If you are unable to attend please let us know so we can reschedule your appointment
 - Parking is available outside the College Administration Office in the visitor bays
 - Be open and honest with the College. Non-disclosure can jeopardise the future or ongoing enrolment of a student.
 - Please do not use mobile phones during the interview
 - Please refrain from answering any questions directed towards your child/children. Allow them to answer the questions themselves
 - Feel free to ask questions
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