



# **PROVIDENCE GIRLS' CATHOLIC SCHOOL**

---

146 Belmont Circular Road, Port of Spain, Trinidad W.I, Telephone: (868) 624 1429

July 05, 2023

Dear Parent/Guardian,

Congratulations on your daughter/ward attaining a place at Providence Girls' Catholic School! It is indeed a pleasure to welcome you to our school community.

You and your daughter/ward are invited to visit our school on **Tuesday 11<sup>th</sup> July, 2023 at 8:00 a.m.** We wish to ensure that you have an enjoyable and enriching registration experience. Therefore, you need to carefully read all the documents in the Form One Registration section on the school website **and** complete the online data entry **before** July 11<sup>th</sup>, 2023.

### ***Online data entry***

Please go to **www.providencegirls.net** before Tuesday 11<sup>th</sup> July, 2023 and log in to the Student Portal with your assigned username and password.

- Your username can be found in the file named "Usernames" in the Form One Registration section on the school website.
- Your password is the student's date of birth in the format yyyy-mm-dd

E.g. If your date of birth is June 3<sup>rd</sup> 2010, your password will be 2010-06-03. This password must be changed when you first log in.

Enter all relevant registration information and upload all required documents. Kindly use the pdf format for documents and either the png or jpg format for the photograph which will be placed on the student's file. Please use a passport type photograph (head and shoulders on a solid background) with the student wearing a blue or white t-shirt or blouse.

Ensure that all relevant data fields and sections are filled out correctly. **Confirm the registration, print out the data sheet and bring it to the school at your assigned time with the original and a photocopy of each document.**

### ***Student ID Cards***

Photographs will be taken for Student ID Cards on July 11<sup>th</sup>, 2023. Students are required to wear either a white or blue t-shirt to take the photograph. ID Cards are valid for three (3) years.

You are required to pay for the following on the day of registration:

<b>Item</b>	<b>Cost (\$)</b>
School ID card	120
House badge	45
Student handbook	15
Homework notebook	20
Activity log book	15
IXL*	85
<b>TOTAL</b>	<b>300</b>

\* Annual subscription for Mathematics

### ***Uniforms***

Uniforms will be on sale. You are expected to place your orders for the following uniform items:

<b>Item</b>	<b>Cost (\$)</b>
Skirt	145 – 160
Blouse	135 - 160
House/PE t-Shirt	85
School polo t-shirt	125
Extra-curricular t-shirt	85
Sweater (optional)	250

Please note that, although the sweater is optional, students will not be allowed to wear any other sweater with their school uniform. The estimated dates for the collection of uniforms are August 02-04, 2023.


### ***School Development Fund***

You are asked to make an annual contribution of \$600 to assist with running costs. While we receive grants from the government to assist with expenses, we rely on the generosity of parents to fund projects and monthly bills.

Please be advised that only cash payments can be made at the school. You may use online banking or deposit into our account (RBL Park Street #180469187602). The deposit slip or proof of transfer must be emailed to the office.

Once again, we welcome you to our beloved school. We trust that your daughter's/ward's stay at Providence will be an enriching experience and we look forward to seeing you on July 11<sup>th</sup>, 2023.

Yours respectfully,

  
Krisal Gorin (Mrs)  
Ag. Principal (Secondary)