

ARRANGEMENTS FOR SEAG ENTRANCE ASSESSMENT FAMILIARISATION EVENING



FAMILIARISATION EVENING – Monday 4 November 2024

KEY POINTS

1. Please bring your child to the Front Entrance of Sullivan Upper School from 4.45 pm for a 5.00 pm start.
2. A map and coloured venue letter will follow by post. Please bring this letter with you each time as it aids in directing you to the correct area. This letter should be then retained by parents while the pupils are inside the school. Ushers will help direct you on arrival.
3. **Please note that car parking very limited on the school site.** A one-way system operates from the main Belfast Road entrance to the Abbey Ring gate. There are car parking spaces available across the Belfast Road in the Spafield Car Park but please leave enough time (about 5 minutes) to cross the road and walk up to the school entrance. Sullivan Upper School is located in a residential area and Parents/Guardians are asked to park legally and with consideration for our local residents.
4. **To ensure everyone's safety while on the school premises, we would ask that each child is only accompanied by one Parent/Guardian and no siblings attend.** This will aid in reducing numbers around the Front Entrance and noise carrying into the test venues.
5. Parents/Guardians are invited to a short presentation by the Principal about the SEAG process in the School hall at 5.00 pm.
6. Many pupils choose to wear school uniform for familiarisation session. However, it is not a requirement. It is up to the individual to decide. Comfortable warm and layered clothes are recommended. Sports tops should not be worn.
7. Children should bring their SEAG photographic Identification Card and coloured venue letter.
8. When they arrive at the entrance for their venue as shown on the map, children will be brought into the school, taken to their room and meet their invigilators.
9. The invigilators will introduce themselves and speak briefly about procedures on the test days including emergency exits, toilet arrangements, issues relating to the paper and what to do if there is a problem eg, if they feel unwell during the test.
10. Children will then be escorted back to their collection point to meet their Parent/Guardian.
11. Parents/Guardians should collect their child outside the entrance at the end of the Familiarisation Evening.