

To All Parents and Guardians

2017 MOUTHGUARD IMPRESSIONS – MIDDLE AND SENIOR SCHOOL

We are writing to inform you that a decision has been made by Scotch College for all Mouthguard Impressions to now be done outside of school hours for the above years. As it is impossible to not disrupt class time during the taking of impressions, the school has taken this step to alleviate this situation. This means that there will be changes made to the running of our system for 2017.

THERE WILL NOT BE ANY CHANGES MADE TO THE JUNIOR SCHOOL SYSTEM, SO EVERYTHING WILL RUN AS PER USUAL IN 2017.

MIDDLE AND SENIOR SCHOOL BOARDERS will be having their mouthguard impressions taken in the Boarding House on:

FRIDAY 17 FEBRUARY 2017 FROM 3.30PM

FOR THE MIDDLE AND SENIOR SCHOOL BOYS (not Boarders) we will be taking mouthguard impressions in the MacKellar Hall on the following dates:

SATURDAY 18 FEBRUARY 2017 10.00AM – 4.00PM

FRIDAY 24 FEBRUARY 2017 3.30PM – 5.30PM

SATURDAY 25 FEBRUARY 2017 10.00AM – 4.00PM

Rather than having everyone showing up at the same time as this causes lengthy delays, we have found that having an **Appointment Time** allocated helps to keep everything flowing. Therefore, we will be requiring that all students wishing to get their impression done, has a Parent or Guardian contact us at Galadent on **9249 3867** to make their appointment time. We will do our very best to accommodate your appointment requests.

Another change that will be necessary is to the payment arrangements of your son's mouthguard. In 2017 all payments will need to be made directly to Galadent as they **will not be deducted from your school account**, as in previous years. On our Galadent Form you will see a provision for you to either complete your Credit Card details, attach a cheque made payable to Galadent Dental or alternatively pay in cash sealed in an envelope (marking your son's details on the front of the envelope). Mouthguard impressions cannot be taken unless this payment option has been fully completed. As in previous years, all students will be issued with an itemised Account/Receipt upon delivery of their mouthguard. You will be notified of the collection dates and times as they are determined.

The **JUNIOR SCHOOL** payment system will not change in 2017, so all boys wishing to have a mouthguard impression will still be required to have the **Payment Permission Slip** completed and signed, as required by the school. This will be issued out to all Junior School students along with our Galadent Form as done in previous years.

All students in Middle and Senior School (**not Boarders**), who wish to collect a Hard Copy of the Galadent Form, **please look out for a clearly labelled container outside the door of the HEALTH CENTRE to collect your form**. Alternatively, you can download the PDF copy of our form to print off and complete. This form must be fully completed and signed to bring with you to your allocated appointment time.

Yours sincerely

YOUR GALADENT TEAM