

27 November 2020

Dear Parents & Caregivers

RE: End of Year Checklist

We are nearly at the end of the term, but before we say farewell for the year, please note the following end of year announcements.

1. **End of Year Mass & Rite of Passage** - Please complete the form sent to you regarding the last day of term by Monday, 30 November.
2. **Week 9 Absentees** – Please confirm any absentees via phone or the App for Week 9 at your earliest convenience.
3. **Week 9 Uniform**
 - a. Junior Students will continue to wear their appropriate uniform as normal, except for Tuesday when they may dress in Christmas theme and on Friday when they must wear their academic uniform.
 - b. Senior Students are to wear sports uniform from Monday to Thursday, and must wear their academic uniform on Friday for Mass.
4. **Senior School Alternate Timetable** – There will be no regular classes in Week 9. Senior teachers have prepared a fun and interactive schedule of activities for all students from Year 7 – 9.
5. **Junior School Christmas Morning** - On Tuesday, 1 December, students in the Junior School (P-6) will be having a Christmas Carols morning. Your child is welcome to come dressed in something 'Christmasy'. Please note, school expectations still apply (closed in shoes, school hat). They may wish to wear a Christmas colours, Christmas shirt, ribbon or wear their normal school uniform.
6. **Heatwave!** - The weather in the last week of term is predicted to be in the high 30's. Please ensure your child comes to school with their hat, water bottle and sunscreen. An alternate indoor space will be available on these high temperature days.
7. **Clean Up & Take Home**– Please remind your child to take home all items from their port rack/locker and check lost property for any belongings. Over the holidays, we will be cleaning out the lockers. Therefore, students are to ensure that all relevant materials (and lock) are taken home before they go on holidays. Student locker allocation may change for

2021, with minor PC room changes. There should be nothing left in their lockers. Any items left in lost property over the break will be discarded or donated.

- 8. Laptops & Books** - Students will be required to hand in their laptops. This will allow the IT team to carry out maintenance and relevant updates over the holidays. If the laptop is required for educational purpose over the holidays such as participating in USQ Head Start program, please send an email to kris.naiker@twb.catholic.edu.au for your child to be exempt from handing in their laptop. All textbooks are to be returned to the College Library. Charges may apply for lost or damaged textbooks.
- 9. Medications** – Please collect any medications stored at junior reception or the College Administration by Friday, 4 December.
- 10. Food & Gifts** – A reminder that unfortunately we cannot accept any shared food items or food gifts to students or staff. Please do not send Candy Canes or similar items as we will have to return them to you.
- 11. Holiday Construction** - There are two works occurring at the College from 7 December.
 - a. There will be no access to the internal road from Highfields Rd due to Toowoomba Regional Council’s placement of a stormwater overflow pipe. Please note that Mary of the Southern Cross Parish will communicate separately regarding the location of Mass during this period.
 - b. We are excited to commence the Science Lab extension on 7 December and will continue into the new academic year.
- 12. Holiday Office Hours** - The College Administration Office will be open from 9:00am to 3:00pm from Monday, 7 December until midday on Friday, 18 December, and will reopen on Monday, 4 January with the same opening hours.
- 13. Class Allocations & Book Drop Off** - The 2021 Booklists are available on our College [website](#). Book drop off times and class allocations will be emailed to all families in mid-January 2021.

Please don’t hesitate to contact the College Administration Office on 07 4698 7777 with any questions you may have.

Kind Regards

Charmaine Cridland

Deputy Principal