



# Back to School



## First Day Back to School Information

Wednesday 27th January 2021 is our first day back to school.

All students are to arrive at school between 8.15am and 8.35am. Parents to drop off at gate. All students must be in formal uniform and students are to adhere to the College's Uniform Policy.

Year 7 Students to be seated in the Sports Performance Hall at 8.45am and Year 8 Students to be seated in the Amphitheatre at 8.45am.

## Extended Holidays & Students who are leaving the College

- Extended Holidays: If your child will not be in attendance on their first day of school, please complete the **Day 8 Student Absence Form** available on our school website at <https://foxwellssc.eq.edu.au/support-and-resources/forms-and-documents/documents> and return to Executive Services for the College's approval. Forms can be emailed to [admin@foxwellssc.eq.edu.au](mailto:admin@foxwellssc.eq.edu.au)
- Students leaving Foxwell SSC: If your child will not be returning to the College in 2021, please complete the **FSSC Departure Notice** available on our school website at <https://foxwellssc.eq.edu.au/support-and-resources/forms-and-documents/documents> and return to Executive Services or via email to [admin@foxwellssc.eq.edu.au](mailto:admin@foxwellssc.eq.edu.au)



## School Photo Day

School photos are on 8th February 2020. Information and photo envelopes will be sent to parents the week prior. All students must be in formal uniform and students are to adhere to the College's Uniform Policy. Every student has their picture taken for their ID Card.

## Bus Passes



If your child needs a bus pass, they can take a few weeks to arrive. We suggest you put your application in now. Please ensure you have applied for a bus pass directly with Translink. All bus passes are sent to the College and students are notified via Student Notices when they arrive. Student may travel free for the first few weeks of school but must use their passes as soon as they arrive. Visit <https://translink.com.au/tickets-and-fares/concessions/school-students> for further information.



## Apple iPad

All students are required to bring their iPad to school on Day 1 including keyboard, case and pencil. Please ensure apps are downloaded as per the provided **App List** prior to Day 1. For parents and carers requiring support in setting up the iPad, there will be an opportunity to book into an apple Genius session at Foxwell SSC in January. Further details will follow.



## Medication

Students who require to store and take medication at school, such as Epi Pens, tablets etc should bring their medication to the Student Reception counter with their Action Plan. All medication must be labelled by a chemist. Parents will also need to complete the appropriate medication/dosage form from Executive Services.



## Uniform Shop

UMS is the Uniform Convenor for Foxwell SSC. Please go to [umspl.com.au](https://umspl.com.au) to book a uniform appointment fitting time for your child. Select Shop/Schools in the Navigation Bar and then select Foxwell SSC. Uniform shop hours are: Tuesdays 8.00am to 11.00am; Wednesdays 2.00pm to 4.30pm; Thursdays 8.00am to 11.00am. Additional Back to School appointments are available, please visit [umspl.com.au](https://umspl.com.au) for further details.



## Canteen

Alessandro is our Chef and Canteen Convenor. For \$35 a week your child can enjoy a savoury snack, lunch special and piece of fruit each school day. This can be purchased through QuickCliq.



You can purchase all other items daily over the counter or also through QuickCliq before 8.30am.

For an example menu as well as details on how to access QuickCliq, please visit our school website here: <https://foxwellssc.eq.edu.au/facilities/canteen>



## Finance Office

Our finance window is open each Friday from 8am – 10.30am and is located at our Administration & Executive Services Building between our Parent Reception and our Student Reception.

BPoint is the college's preferred method of payment. We encourage cashless payments online via BPoint, and Internet Banking, however, Eftpos payments can be made at the window.

If you have indicated you will be paying by instalments, please ensure the first Student Resource Scheme instalment of \$120.00 is paid by Friday 26th February, 2021



## Student Services

For all late arrivals and uniform passes, students are required to present to our Student Reception prior to attending their first class. To authorise these variations, Parents and Carers are required to advise the school to provide an explanation. This can include a written note or phone call. Please do not leave a message on the Absence Line or notify the College via email for late arrivals and incorrect uniform as these notifications may not be received and recorded before the student arrives at Student Reception.

Students are expected to arrive at school by the first bell at 8.40am and be in their classroom by 8.45am. School finishes at 3pm.



## Student Attendance

If your child cannot attend school, please phone 07 5555 3333 and press 1 to record your child's absence. The absence line is open 24/7. Please state your child's name (offering to spell a child's name can assist our staff) their class, the duration of their absence, your relationship to the child and provide a valid reason why your child will not be attending.

Absences longer than 3 school days require a medical certificate and should be emailed to [admin@foxwellssc.eq.edu.au](mailto:admin@foxwellssc.eq.edu.au) or presented to Student Reception on return to school.



## Executive Services

Executive Services hours are Monday to Friday: 7:45am to 3:45pm.

Please contact our Executive Services team on 07 5555 3333 or via email [admin@foxwellssc.eq.edu.au](mailto:admin@foxwellssc.eq.edu.au) should you wish to make an appointment with a staff member.

We encourage parents to communicate with class teachers via Seesaw.