



2019 END OF YEAR ARRANGEMENTS

Please read our end of year arrangements below carefully to ensure you are up to date with end of year procedures.

LAST DAY OF THE SCHOOL TERM IS FRIDAY 13 DECEMBER, 2019



UNIFORM SHOP

The College Uniform shop will cease trading on Thursday 05 December, 2019. (week 9) at 10.30am and will reopen on Tuesday 21 January 2020 at 7.30am.

Leading up to the end of year, we encourage all parents to consider purchasing uniforms before end of term, to avoid the back to school rush.



FINANCE OFFICE

The College Finance Office will cease operating on Thursday 05 December, 2019 at 12.00pm. Should you wish to make a payment over the holiday break please do so via BPOINT or Internet Banking. Details for Internet Banking are:

Account Name: Upper Coomera State College

BSB: 064-474

ACC: 10122335

REFERENCE/DETAILS: Please record student EQ ID number and description of payment.



ADMINISTRATION OFFICES

Both Junior and Secondary Administration will be closing on Friday 13 December 2019 at 3.15pm on the last day of school.

Both Administration Offices will re-open on Tuesday 21 January 2020 at 8.00am.



CANTEEN

Both Junior and Secondary Canteens will be open first break ONLY on Friday 13 December 2019 (last day of term). Both Canteens will be closed for purchases at second break, however, if you wish to order food for second break you may do so at first break OR you can pre-order through Flexischools and bag orders for collection.





2020 START OF YEAR ARRANGEMENTS

Please read the important information below detailing 2020 opening hours and back to school arrangements.



2020 OPERATING HOURS

The **Administration Offices** reopen on Tuesday 21 January 2020 from 8.00am - 3.30pm.

The **Finance Office** reopens on Tuesday 21 January 2020 from 7.30am - 12.00pm and is open every day until Friday 31 January 2020. Normal trading hours will commence on Monday 3 February 2020.

The **Uniform Shop** reopens on Tuesday 21 January - Friday 24 January 2020 from 7.30am - 5.00pm the week before school commences. In Week 1, the Uniform Shop will open on Tuesday 28 January to Friday 31 January from 7.30am - 12.00pm. Normal trading hours will commence on Monday 3 February 2020.

* Please note previous communication from Principals regarding College Uniform Policy expectations for 2020

* All students P-12 are expected to wear formal uniform every Friday for the whole year



FIRST DAY BACK TO SCHOOL

All students commence school on **Tuesday 28 January 2020 at 8.40am**, with class times as per usual. At the start of the day, students will be required to meet in the following locations:

JUNIOR SCHOOL

P-6 Students are to attend allocated class as per 2019 Transition Program.

P-6 NEW enrolments without a class allocation, meet outside the Junior Administration area.

SECONDARY SCHOOL

Secondary students are to assemble at the following areas:

Year 7: K001 - Jane Rutter, **Year 8:** Sports Centre, **Year 9:** PAC

Year 10, 11 and 12's: Lists on Secondary Canteen wall, students go directly to roll class

* For new students commencing at the college staff will be available to direct you to your classes.

* Year 5 -12 BYOD devices are to be brought to school for use in class every day.

SCHOOL PHOTOS

We will be going with MSP Photography for our 2020 School Photos. Please see the scheduled times for photos:

JUNIOR SCHOOL (P-6)

Wednesday 4 March and Thursday 5 March, 2020

SECONDARY SCHOOL (7-12)

Friday 6 March, 2020

CATCH-UP DAY (P-12)

Thursday 12 March, 2020

Envelopes and further information for 2020 School Photos will be sent home with students early in Term 1 2020. Packages range from \$30.00 up to \$55.00 for the premium package.

- IMPORTANT -

All students must wear formal uniform on their photo day

BUS PASSES FOR NEW STUDENTS

Please phone the Department of Transport and Main Roads on 5630 8857 and they will send you a form to complete. When completed please send directly to Surfside Bus Lines at PO BOX 3036, Robina, QLD, 4230. Once the bus pass is issued it will be sent to UCSC for collection.

STUDENT RESOURCE SCHEME FEES

There are two up and coming Student Resource Scheme Fee Instalment Dates:

Thursday 20 February 2020 and Thursday 19 March 2020. Subject levies invoices will be raised in mid February.

137 Reserve Road Upper Coomera QLD 4209 | E: enquiries@uppercoomerasc.eq.edu.au

Junior School P: (07) 5580 7666 | Secondary School P: (07) 5580 7555 F: (07) 5580 7500

