



20 November 2023

I hope this package finds you happy, healthy and ready to enjoy the summer vacation with your family. It has been a rewarding and progressive year at Forest Lake SHS, and I can assure you all students and staff can be proud of their achievements.

The following information is provided to assist your planning for the 2024 school year.

### 1 Starting date for students in 2024:

#### **ALL year levels 7 – 12 commence 8:30am Monday 22 January 2024**

- Year 7 Students assemble in the Hall
- Year 8 Students assemble Year 8 under cover area behind Roycroft
- Year 9 Students assemble Year 9 under cover area behind Sauvage
- Years 10,11 &12 Students will attend extended roll classes. Check roll class lists for classrooms:  
Years10 & 11 – Lists in Senior Courtyard; Year 12 – Lists at LRC entrance

**Formal school uniform must be worn by ALL students on first day of attendance.**

### 2 School Office

The school office will be closed for the period Monday 11 December 2023 to Monday 15 January 2024 (inclusive), reopening on Tuesday 16 January 2024.

The payment window will close for 2023 at 1:00pm on **Wednesday 6 December 2023**, reopening for payments from 8:30am on Tuesday 16 January 2024.

Office hours for the week 16 - 19 January 2024 will be 8:30am – 3:30pm daily. EFTPOS and credit card facilities will be available for those wishing to pay the 2024 student resource scheme which is due for payment or part payment prior to Monday 22 January 2024. For existing students, invoices can be paid at any time using the BPOINT link at the bottom left of any invoice or statement issued by FLSHS.

Please note: We are unable to issue invoices for our new year 7 students until approximately week 3 of first term, however we ask that payment be made in person at the payment window after the school opens again on Tuesday 16 January 2024.

Normal office hours of 8:00am – 4:00pm will resume on Monday 22 January 2024.

### 3 Student Resource Scheme – 2024

The Forest Lake SHS Student Resource Scheme ensures that all students have the necessary resources for their education. Participation in the Scheme saves parents/carers money and the need to shop for school books and other necessary resources. (Parents should be aware that in years 7, 8 and 9, many curriculum related resources made available to students may be in the form of school-produced booklets. These are chosen in preference to textbooks as they better support the Australian Curriculum and State based curriculum). **Information regarding “BYOD” (Bring Your Own Computer Device) in 2024 can be found on the school website.**

The FLSHS Parents and Citizens’ Association endorsed the following Student Resource Scheme costs for 2024.

| YEAR LEVEL | Total Cost | Term 1 | Term 2 | Term 3 |
|------------|------------|--------|--------|--------|
| 7, 8 & 9   | \$345      | \$145  | \$100  | \$100  |
| 10         | \$370      | \$170  | \$100  | \$100  |
| 11 & 12    | \$470      | \$200  | \$170  | \$100  |

It is a requirement that all parents wishing to participate in the Student Resource Scheme complete the **“Participation Agreement Form”**. Previously this form was issued and completed yearly. Education Queensland has now authorised this form to cover all school years, with the exception of changes each year to the fees for each year level. If you have not completed and returned a **Participation Agreement Form** previously, please contact the school office. It is a requirement of Education Queensland that Resource Fees be paid over a three term period, therefore all fees for the year need to be paid by the second week of third term.

So that students may commence the new year with correct resources, payment of at least the first term’s instalment by no later than the commencement of the school year i.e. Monday 22 January 2024 would be appreciated. Students will be unable to access resources until at least this minimum payment has been received.

## Debtor Statement for 2024

A Statement will either be emailed or posted home. Payments will be accepted from 8:30am Tuesday 16 January 2024. Any outstanding amounts from previous years are included on the Statement. If you have already paid the Student Resource Scheme, thank you and please disregard this information.

- 4 **Maintaining up to date student records** is always problematic in a large school. Can you please ensure you advise the school office immediately of any changes in personal circumstances, address and/or contact details. This is particularly important at times of medical emergencies.

It would also be appreciated if you could advise the school if your son/daughter is not intending to return to Forest Lake SHS for the commencement of the 2024 school year. Because State schools are funded on enrolment numbers on day 8 of the school year Thursday, 1 February 2023), it is important that we be advised of:

- **exiting students:** we need to know the reason students are leaving (transferring to another school, got a job etc)
- **late returns:** students who are returning to FLSHS but will not return until after 1 February 2024. In this instance, we require information and documentation explaining the reasons for their late return. This could include a copy of airline tickets. Late returns could impact on students accessing preferred elective studies if the school is not formally notified.

- 5 Unless otherwise advised, the **Forest Lake SHS Parents and Citizens' Association** meets the 4<sup>th</sup> Tuesday of every month (during school terms). Meeting dates and the location for the meetings will be communicated in newsletters, on our website and via our electronic noticeboard on Forest Lake Boulevard.

### **Proposed meeting dates for 2024 at this stage: Meetings will commence at 6:30pm**

|                        |                   |                      |
|------------------------|-------------------|----------------------|
| Tuesday 27 February    | Tuesday 25 June   | Tuesday 24 September |
| Tuesday 26 March (AGM) | Tuesday 23 July   | Tuesday 22 October   |
| Tuesday 23 April       | Tuesday 27 August | Tuesday 26 November  |
| Tuesday 28 May         |                   |                      |

Anyone interested in applying for a position on the P&C Executive, should contact Mr Jason Abayekoon (P&C President) – email [pandcpresident@forestlakeshs.eq.edu.au](mailto:pandcpresident@forestlakeshs.eq.edu.au)

The P&C is an important advisory and fundraising body to the school. It is essential that this group be viable and representative. I would encourage you to attend meetings, have your say in school decision making and meet staff and parents. Your children will benefit as a result!

## 6 **Uniform Shop hours for 2024**

|                       |                                     |
|-----------------------|-------------------------------------|
| Monday 15/1           | 2:00pm – 6:00pm                     |
| Tuesday 16/1          | 9:00am – 1:00pm                     |
| Wednesday 17/1        | 9:00am – 1:00pm                     |
| Thursday 18/1         | 3:00pm – 7:00pm                     |
| Friday 19/1           | 9:00am – 1:00pm                     |
| Monday 22/1           | 7:00am – 10:30am                    |
| Tuesday 23/1          | 7:00am – 10:30am                    |
| Wednesday 24/1        | 7:00am – 10:30am                    |
| Thursday 25/1         | 2:00pm – 4:00pm                     |
| <b>Friday 26/1</b>    | <b>CLOSED</b> Australia Day holiday |
| From Monday 29/1      | Normal opening hours resume:        |
| Mondays 7:30 – 9:30am | and Thursdays 2:00 – 3:30pm         |

## 7 **School uniform**

Forest Lake SHS is a uniform school and every student is required to wear the school uniform in full (day or sports) every day. Wearing the correct shoes is particularly important for health and safety reasons. Please familiarise yourself with the Uniform & Dress Code Policy on our website at [www.forestlakeshs.eq.edu.au](http://www.forestlakeshs.eq.edu.au). Please ensure your son/daughter has all items necessary to start the 2024 school year.

At Forest Lake SHS we pride ourselves on responding to parent and community queries and concerns in a friendly, professional and timely manner. If you have any questions or concerns, please do not hesitate to contact us.

On behalf of all staff at Forest Lake SHS, I sincerely thank you for your support throughout 2023. Have a happy festive season and new year, and a relaxing and safe holiday.

Regards



Sally Hawkes  
Principal

### **ONLINE UNIFORM SHOP BOOKINGS**

Appointments are necessary in the week prior to school starting: Monday 15/01 to Friday 19/01/24, as this is the busiest time of year. **BOOKINGS OPEN 9 DECEMBER 2023**

Book online using the following link:

<https://eq.sobs.com.au/pt3/parent.php?schoolid=70279>



Strictly one **15 minute** appointment per student  
From 15/1 contact Uniform Shop - 3714 2394 - for queries