2\textsuperscript{nd} December 2011

Dear Families,

I am writing to inform you about a number of arrangements which will ensure a smooth end to the year and a smooth start to 2012. Below please find a list of dates and information that you may need to note.

**REPORT WRITING DAY**
Friday December 9\textsuperscript{th} - teachers will be writing reports and students are not expected at school.

**TRANSITION PROGRAM FOR YEARS 7, 8 & 9**
All years 7, 8 and 9 students intending to return in 2012, and all new enrolments for years 8, 9 and 10 2012, are expected to participate in this transition program. The program starts on 12\textsuperscript{th} December and concludes on 15\textsuperscript{th} December. The purpose of the program is to prepare students for 2012 and assess the suitability of some students for promotion. The Toboggan Park Excursion for years 7, 8 and 9 is on Friday, 16\textsuperscript{th} December.

**PROMOTION TO NEXT YEAR LEVEL**
The school’s Promotion Policy is outlined in the student planner. There will be a number of parents notified of the need to attend an interview concerning their child’s promotion to the next year level in 2011. This process will be conducted between Monday 19\textsuperscript{th} December and Thursday 22\textsuperscript{nd} December.

**UNIFORM 2011-2012**
The Academy Uniform Shop is open Wednesday lunchtimes 1.09pm-1.53pm. The last day that the Uniform Shop will be open for 2011 will be Wednesday 14\textsuperscript{th} December. Next year the Academy shop will be open on Tuesday 31\textsuperscript{st} January from 8am-10am and after that the Uniform Shop will be open every Wednesday at lunchtime 1.09pm-1.53pm during the normal school term.

Parents are encouraged to purchase uniform directly from Academy Uniforms P/L at 238 Wolseley Place, Thomastown 3074. They are open business hours Monday to Friday 9am – 5pm and Saturday 9am – 12pm. Their phone number is 9460 8011.

The last day that the SECOND-HAND UNIFORM SHOP [opposite General Office] will be open for 2011 is Monday 5\textsuperscript{th} December, 1pm – 4pm. Next year the shop will be open on Tuesday 31\textsuperscript{st} January from 9am-11am and after that the shop will be open every Monday 3pm-4pm during the normal school term.

**BOOKS 2012**
Booklists need to be returned to the School by Friday 16\textsuperscript{th} December for pick up at the School Gym on Tuesday 31\textsuperscript{st} January 2012

Pickup by Surname: A-K 9.00am-11.30am and L-Z 12.00pm-2.00pm
SELLING SECOND-HAND BOOKS

Students can sell their used books to Academic and General at the school VCE Centre Room 305 on **THURSDAY 8th DECEMBER ONLY** at the following times:

- Years 7 and 9 [2011] 9am - 11am
- Years 8 and 10 [2011] 11am - 1pm
- Years 11 and 12 [2011] 1pm - 2pm

The amount paid for used books is based on edition, condition and demand. Academic & General Bookshops will offer:

- up to 33% of the 2011 student price for books that will be listed on the Thornbury High School booklist for 2012. Parents and students will be issued with a Credit Voucher towards the purchase of their new/second-hand books.
- Year 12 students will be issued cash.
- Old editions and books in poor condition will not be accepted.

BUYING SECOND-HAND BOOKS

Second-hand book sales will be run by Academic and General and will take place at the school on **TUESDAY 13TH DECEMBER ONLY** at the following times:

- Years 7 and 9 [2012] 9am-11am
- Years 8 and 10 [2012] 11am-1pm
- Years 11 and 12 [2012] 1pm-2pm

Please note: **ONLY CREDIT VOUCHERS, CASH OR EMA** may be used to purchase second-hand books. Parents must apply for EMA 2012 before the book sales if they intend to use their portion of the EMA to pay for their books. Second hand books will be sold at up to 66% of the 2011 student price at the sale held at the school on Tuesday 13th December.

**PLEASE NOTE: THERE WILL BE NO SECOND-HAND BOOK SALES IN JANUARY.**

LAST DAY, AWARDS AND DISTRIBUTION OF REPORTS

Parents are welcome to attend the Awards Assembly on Thursday 15th December at 2pm in the Gym. Reports will be handed out to all year 7-9 students at the end of the Awards Assembly and students will be dismissed at 3pm.

The last day of school for Years 7-9 is Friday 16th December. Students will be attending the Toboggan Park excursion on this day and will be dismissed from school at 3.10pm.

YEAR 12 GRADUATION & WHOLE SCHOOL AWARDS EVENING

This Awards Evening will be held at the Ivanhoe Centre on Wednesday 21st December at 7pm. Students who need to attend will be notified by mail, but all students and their parents are welcome. A reminder that all students who attend must be in complete school uniform.

FIRST DAY 2012

The first day of term one is:

- Thursday 2nd February for year 7 and year 12 students
- Friday 3rd February for year 8-11 students

Finally, I wish all students and parents a safe and enjoyable holiday and look forward to working with you in 2012.

Yours sincerely,

[Signature]

Peter Egeberg
Principal