



# TOOGOOLAWAH STATE HIGH SCHOOL

19 February 2024

Dear Year 6 Parents and Caregivers,

## Re: Expression of Interest to Attend Toogoolawah State High School in 2025

At Toogoolawah State High School we are committed to running the STEP UP! program that supports students to become familiar with, and excited about, their move to our high school setting. An overview of the program is attached to this letter and we encourage you to put a copy on the fridge so that you can keep track of events that are coming up.

The purpose of this letter is to ask you to complete the attached **Expression of Interest Form** so that we can communicate with you regarding events on the Transition Program. Please return this Form to your School by **Thursday, 28 March**. Alternatively, you can fill out our online EOI Form via Microsoft Forms.

On **Tuesday, 04 June** we will be holding our **Open Day and Year 7 Transition Evening** and we will be running an Information Session for all Year 6 students and their parents/carers. At this session you will receive an **Enrolment Pack** and other important information that will assist you and your son/daughter to "STEP UP" to high school.

Every application for enrolment at Toogoolawah State High School involves parents/caregivers attending an **enrolment interview** with their child. Interviews are held with a member of the School's Leadership Team.

Interviews will be conducted after the **Open Day and Year 7 Transition Evening**, from **Monday, 10 June to Friday, 21 June**. Please contact the High School Office to arrange a

76 Old Mount Beppo Road  
Toogoolawah Queensland 4313

Telephone: (07) 5423 4444

Facsimile: (07) 5423 4400

Email: [the.principal@toogoolawahshs.eq.edu.au](mailto:the.principal@toogoolawahshs.eq.edu.au)

[www.toogoolawahshs.eq.edu.au](http://www.toogoolawahshs.eq.edu.au)

*Working Together*



# TOOGOOLOWAH STATE HIGH SCHOOL

suitable time for your interview. If this period is not suitable, please contact the Office so that we can make an alternative arrangement.

Completing an **Enrolment Interview** is essential to enable your son/daughter to attend the Orientation Day and the two Transition Days. In preparation for your **Enrolment Interview**, we ask that you start gathering the following:

- ✓ **Report Card** – Semester 2 2023 (copy)
- ✓ **Birth Certificate** (copy)

Once you have collected your **Enrolment Pack** at our **Open Day and Year 7 Transition Evening**, you will need to bring along to your **Enrolment Interview** the following documentation:

- ✓ Completed Enrolment Agreement
- ✓ Completed Application for Enrolment
- ✓ Report Card – Semester 2 2023 (copy)
- ✓ Medical information including Medicare number and copies of any medical plans
- ✓ Information about special needs including documentation (if relevant)
- ✓ Birth certificate (copy)

If you would like more information about anything in this letter, please do not hesitate to make contact with our Office on 5423 4444 and we will direct you to the best person to answer your questions.

Yours sincerely,

**Ms Vanessa Masters**  
Junior School Coordinator

**Troy Harris**  
HOD Junior Secondary

**Mr Ross Jardine**  
Principal

76 Old Mount Beppo Road  
Toogoolawah Queensland 4313

Telephone: (07) 5423 4444

Facsimile: (07) 5423 4400

Email: [the.principal@toogoolawahshs.eq.edu.au](mailto:the.principal@toogoolawahshs.eq.edu.au)

[www.toogoolawahshs.eq.edu.au](http://www.toogoolawahshs.eq.edu.au)

*Working Together*