FREQUENTLY ASKED QUESTIONS

for parents with girls starting at

Burwood Girls High School

1. How will I know that my daughter has made it safely to school?
   If your daughter does not have her name marked off in Roll call you will receive an SMS to let you know. It is important to keep your contact details up to date.

2. What do I do if my daughter is sick and cannot go to school?
   Ring the office on 9747 3355 to inform them she will be absent and for how long, then hand in a note on the first day back at school.

3. What if my daughter feels unwell at school?
   Firstly, if your daughter feels unwell before school please do not send her to school as we do not have the staff or facilities to look after her all day. If she is unwell she must tell her class teacher who will write a note for her to go to sick bay. If our first aid officer believes your daughter should go home, the office staff will ring you to collect your daughter from the school. We will not allow a junior student to go home by herself.

   Students are advised to carry with them at all time sanitary hygiene products and pain killers if necessary. Sanitary hygiene products will be dispensed if needed from the front office – the school is not able to give your daughter any medication.

4. What happens in roll call?
   Roll call is taken and important messages are given. On Wednesdays there is a 30 minute ‘Drop Everything and Read’ (DEAR) session. Your daughter needs to carry a book to school to read at that time. It is an important part of the literacy program at the school.

5. What if my daughter is late to school? Or needs to leave early?
   If your daughter is late she will use her ID card issued by the school to ‘swipe in’ at the front office. Should she wish to leave school early she needs to bring a note from home explaining why she needs to leave and the time of leaving, place it in the ‘Early Leavers’ box at the front office and the Deputy Principal will approve the leave. Your daughter must go to the office at the time she needs to leave and collect a leave pass.

6. How will I know how my daughter is performing in all her subjects?
   Twice a year, at the end of each semester, you will receive a written report for each subject, indicating her achievements of outcomes and a comment from each of her teachers.

7. Whom do I contact if I have any concerns or issues?
   If you are concerned regarding your daughter’s progress and/or wellbeing, please contact the Year Adviser. If your concerns are curriculum based contact the Head Teacher of the faculty (find information on page 2 of Student Diary).

8. What is a Blue or Gold Award?
   A Blue or Gold Award is a school-based award that recognises the effort that your daughter puts into her learning regardless of her academic achievement. If she receives ‘5’ for effort in all her subjects in her semester report, she will get a GOLD Award. If all her effort grades are ‘5’ except for one subject where she gets a ‘4’ for effort, she will receive a BLUE Award. There is a Blue & Gold Awards ceremony at the end of Semester 1 & 2. Parents are invited to attend these ceremonies.
9. **How will teachers reward my daughter if she does well in class?**
Teachers issue merit certificates to students who demonstrate high quality work or who make a good effort in class. These merit certificates are ‘traded in’ for higher awards, organised by the Head Teacher responsible for the year group.

10. **What are the opening times of the library and what resources are available?**
The library is open from 8am to 4pm, including recess and lunch time (closed at recess on Fridays). Students have access to photocopying and computers to help with class work or homework. Printing and scanning facilities are also available. An identification swipe card will be issued to your daughter after school photos have been taken. Your daughter can purchase credit on this card through the library staff. This will enable her to print copies of work. There are considerable fiction and nonfiction texts for students to access.

11. **My daughter has brought home a permission note for an excursion. Does she have to go? What if I have difficulty paying?**
Excursions and Field Study Days (FSD held once per term) are an important part of their learning programs at school. You need to sign permission notes and pay for excursions by the due date so that thorough organisation can be completed by the teacher prior to the day of the excursion or FSD. If you experience financial difficulties, please contact the Head Teacher Welfare to discuss possible solutions.

12. **If I want my daughter to go on holiday during term time what should I do?**
You should write a note to the Principal requesting permission for leave. If the leave is longer than **10 days** you will be asked to complete a special form to exempt your daughter from school for that period of time. You will be asked to provide proof of travel e.g. flight bookings, itinerary. If your daughter is an International Student the rules regarding attendance are very strict, so please check with the school prior to booking flights.

Parents should note that all students have been issued with a Burwood GHS Student Diary. This contains information on:
- term dates
- staff directory
- bell times
- school values
- wellbeing policy
- uniform.

All current information is available on the school’s website.