BURWOOD GIRLS HIGH SCHOOL
“A Centre of Excellence”

INTERNATIONAL STUDENT HANDBOOK 2015

Queen Street
Croydon NSW 2132
Telephone: 9747 3355
Fax: 9744 2797
E-mail: burwoodg-h.school@det.nsw.edu.au
Website: www.burwoodg-h.schools.nsw.edu.au

CRICOS Provider Name: NSW Department of Education and Communities
CRICOS Provider Code: 00588M
Meni Theodoropoulos
Enrolment Officer

Janice Raynor
International Students Coordinator

BGHS International Student Handbook 2015
Edition: January 2015
# BURWOOD GIRLS HIGH SCHOOL
## INTERNATIONAL STUDENT HANDBOOK 2015

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INTRODUCTION
Welcome to Burwood Girls High School.

Burwood Girls High School is a Centre of Excellence with a proud tradition of educating young women. We have high expectations for all students and staff and achieve outstanding results.

You are joining a wonderful school where you can participate in a wide variety of learning experiences.

We believe in striving for excellence in everything you do and learning to the best of your ability.

It is hoped that all students will develop and expand a love of learning and a thirst for knowledge. Being a part of any community calls for cooperation, understanding and tolerance of others. Therefore, all of you should embrace the school motto, ‘Not for ourselves alone,’ and continue the wonderful work within our school and the wider community.

Burwood Girls is a school community of diverse cultures that encourages all students to draw on their rich personal and cultural resources and enhance the long tradition of this school and its reputation.

We also want parents to become involved in the life of the school. We believe a strong partnership between the home and the school assists in achieving excellent outcomes for all our students.

Mia Kumar
Principal

2015 School Leaders: Eve Crossley, Lucy Ward-Gemmell, Qisthy Kodarusman
## EXECUTIVE AND OTHER OFFICERS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td><strong>PRINCIPAL</strong></td>
<td>Ms Mia Kumar</td>
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<tr>
<td><strong>DEPUTY PRINCIPAL</strong></td>
<td>Ms Janina Longman (Senior School - Years 10-12)</td>
</tr>
<tr>
<td><strong>DEPUTY PRINCIPAL</strong></td>
<td>Ms Karyn O’Brien (Middle School Years 7-9)</td>
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<tr>
<td><strong>HEAD TEACHERS</strong></td>
<td></td>
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<tr>
<td>Administration</td>
<td>Mr Vaughan Morrison</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>Ms Michelle Kals</td>
</tr>
<tr>
<td>English</td>
<td>Ms Pauline Hageman</td>
</tr>
<tr>
<td>HSIE</td>
<td>Ms Patrice Simpson</td>
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<tr>
<td>Languages</td>
<td>Mr Edward Kent</td>
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<tr>
<td>Mathematics</td>
<td>Mr Gavin Parker</td>
</tr>
<tr>
<td>PDHPE</td>
<td>Ms Melissa Caltabiano</td>
</tr>
<tr>
<td>Science</td>
<td>Mr John van Leeuwen</td>
</tr>
<tr>
<td>Teaching &amp; Learning</td>
<td>Ms Kathy Lye</td>
</tr>
<tr>
<td>Technology &amp; Applied Studies (TAS)</td>
<td>Ms Rosemary Patonay</td>
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<tr>
<td>Welfare</td>
<td>Ms Voulla Kalogeropoulos</td>
</tr>
</tbody>
</table>

| **STUDENT ADVISERS**                      |                           |
| Year 7                                    | Ms Erin Dib               |
| Year 8                                    | Ms Heather Oh             |
| Year 9                                    | Ms Janelle Gianotti       |
| Year 10                                   | Ms Olga Dalageorgos       |
| Year 11                                   | Ms Rosemary Sandow        |
| Year 12                                   | Ms Melissa Caltabiano     |

| **ASSISTANT STUDENT ADVISERS**             |                           |
| Year 7                                    | Mr Matthew Chalmers       |
| Year 8                                    | Ms Francine Thanos        |
| Year 9                                    | Ms Lauren Dwyer           |
| Year 10                                   | Ms Jenny Konstan          |
| Year 11                                   | Ms Kathy Lazos            |
| Year 12                                   | Ms Amy Yongsiri           |

| **OTHER OFFICERS**                         |                           |
| Counsellor                                | Ms Marja Boddeus (M,W,Th,F) |
| Careers Adviser                           | Mr John Hegedus           |
| Teacher-Librarian                         | Mr Jack Brand             |
| International Students Coordinator        | Ms Janice Raynor          |
| Prefects Coordinator                      | Ms Julia Alvarado         |
| SRC Coordinator                           | Ms Patrice Simpson        |
| Grade Sport Coordinator                   | Ms Olga Dalageorgos       |
| Recreational Sport Coordinator            | Ms Melissa Caltabiano     |
| Carnivals Coordinator                     | Ms Janelle Gianotti       |
| Director of Ensemble Program              | Ms Genevieve Campbell     |
| Office Manager                            | Mrs Bronwyn Hatzis        |
| Enrolments/First Aid (office)              | Mrs Meni Theodoropoulos  |
| Community Service Coordinator             | TBA                       |
| Charities Coordinators                    | Ms Lynne Openshaw         |
|                                          | Ms Janice Raynor          |
GENERAL INFORMATION

Gold and Blue Awards 2014

Field Study Days 2014

Creative Arts

“Taikoz” Drumming
The Student Wellbeing Policy encompasses everything the school community does to meet the physical, social, emotional and learning needs of students through the whole school curriculum and wellbeing support structures. The Wellbeing and Learning Support programs affirm diversity, respect difference and promote harmony in a positive and caring environment and support academic success.

The Learning Statement and Code of Conduct are fundamental to students achieving success and outline the expectations of students at school and in the community. Our focus is for students to learn and grow with confidence, as students develop best where teaching and learning occur in a context of student wellbeing.

The Wellbeing Policy incorporates all aspects of the social, academic and administrative issues such as attendance and discipline.

Students at Burwood Girls High School are provided with a high quality education in a secure, disciplined and supportive environment so that they may learn to the best of their ability and become self-disciplined and enterprising life-long learners who are responsible, contributing members of the school and community.

Teaching and learning programs are based on the NSW Quality Teaching and Learning Framework. This framework identifies three dimensions of pedagogy that have been linked to improved student outcomes:

- Pedagogy that is fundamentally based on promoting high levels of intellectual quality.
- Pedagogy that is soundly based on promoting a quality learning environment.
- Pedagogy that develops and makes explicit to students the significance of their work.

Partnership with parents, caregivers, students and the wider community is central to the success of this process and successfully supporting the school’s motto, “Not for ourselves alone”.

### Learning Statement

As a student at Burwood Girls High School you are expected to:

- respect the rights of others and individual differences
- take responsibility for your learning
- maximise your learning by:
  - recognising your potential to learn
  - embracing different ways of learning
  - thinking, questioning, reflecting and evaluating
  - working cooperatively and giving support to others
  - developing effective communication and decision making skills.
  - striving for personal excellence
CODE OF CONDUCT

The wellbeing, safety and health of students inform school policies, programs and practices. Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and inclusive school. A key part of planning for student wellbeing and effective learning is the school policy for management of bullying, harassment and responsible digital citizenship.

The core rules listed below reflect those developed by the Department of Education and Communities to establish consistent expectations for student behaviour in all government schools.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, courtesy, fairness and democracy.

The school is committed to supporting students and their families in the implementation of these rules through student wellbeing policies and programs, together with teachers, support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in this school.

The critical role of parents and caregivers is recognised as the primary influence on each young person’s character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

Core Rules

As a student at Burwood Girls High School you are expected to:

- Attend every school day; be in class on time and be prepared to learn to the best of your ability.
- Maintain a neat appearance, including adhering to the requirements of the school’s uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for yourself, your peers, your teachers and other school staff, including following class rules, cooperating with instructions and learning activities and resolving problems peacefully and fairly.
- Treat one another with dignity and respect and display good citizenship at school and in the community.
- Take pride in your achievements and your school and care for the school environment and property belonging to you, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Burwood Girls High School has developed its student wellbeing policy and practices within the framework of the Student Welfare, Good Discipline and Effective Learning, Student Welfare Policy, published by the NSW Department of School Education in 1996. The school’s policy has been extensively revised to build on existing good practice and to incorporate contemporary educational perspectives.
<table>
<thead>
<tr>
<th>Award Type</th>
<th>Focus of Award</th>
<th>Presentation Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit Certificates (for learning)</td>
<td>• May be awarded to students for learning by classroom teachers and/or head teachers. Awarded for outstanding work in class, homework or assignment work; positive contributions to a student’s own learning and significant improvement in learning. • May accumulate certificates over a number of years.</td>
<td>During class</td>
<td>7-9</td>
</tr>
<tr>
<td>Merit Certificates (NFOA)</td>
<td>• May be awarded to students for acts or achievements that demonstrate the school’s motto ‘Not for Ourselves Alone’ (NFOA) and the values of the school ie. care, cooperation, courtesy, democracy, excellence, fairness, integrity, participation, respect and responsibility. • May accumulate certificates over a number of years.</td>
<td>As required</td>
<td>7-12</td>
</tr>
<tr>
<td>Learning Award</td>
<td>• Presented to students who have received 5 learning merit certificates.</td>
<td>Year Assemblies</td>
<td>7-9</td>
</tr>
<tr>
<td>School Learning Award</td>
<td>• Presented to students who have received 5 Learning Awards. • Therefore, they will have received 25 merit certificates for learning.</td>
<td>School Assemblies</td>
<td>7-9</td>
</tr>
<tr>
<td>Principal’s Learning Award</td>
<td>• Presented to students who have received 5 School Learning Awards. • Therefore, they will have received 125 merit certificates for learning.</td>
<td>Presentation Day</td>
<td>7-11</td>
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<tr>
<td></td>
<td></td>
<td>Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Year Adviser’s NFOA Award</td>
<td>• Presented to students who have received 5 ‘Not for ourselves alone’ merit certificates.</td>
<td>Year Assemblies</td>
<td>7-12</td>
</tr>
<tr>
<td>Principal’s NFOA Award</td>
<td>• Presented to students who have received 5 ‘Not for ourselves alone’ Year Adviser Awards. • Therefore, they will have received 25 NFOA merit certificates.</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
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<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Blue &amp; Gold Awards</td>
<td>• The Gold award is for sustained and excellent effort in learning in every subject, irrespective of academic achievement, as indicated in recent school reports • The Blue award is for excellent effort, demonstrated in all subjects, except one, in which good effort was achieved. • Recognises students who are punctual in their submission of work, conscientious in the completion of homework, participate actively in lessons and display a positive attitude towards learning and working with others. • Students must have an excellent attendance record to receive a blue or gold award ie. no unexplained absences, lateness or truancy; and they must wear the school uniform at all times.</td>
<td>Semester 1 Blue &amp; Gold Ceremony</td>
<td>7-9</td>
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<td></td>
<td>10-12</td>
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<tr>
<td></td>
<td>Semester 2 S2 Blue &amp; Gold</td>
<td>7-10</td>
<td></td>
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<tr>
<td></td>
<td>Year 12 Graduation</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Principal’s Medal</td>
<td>• Presented to students who have received a Blue or Gold Award for every semester from Years 7 to 12.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>FOCUS OF AWARD</td>
<td>TYPE OF AWARD</td>
<td>PRESENTED FOR</td>
<td>PRESENTATION EVENT</td>
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<tr>
<td>EFFORT</td>
<td>Principal’s Excellent Attendance Award</td>
<td>Students with an excellent attendance record – awarded at the end of the year</td>
<td>S2 Blue &amp; Gold</td>
</tr>
<tr>
<td></td>
<td>Principal’s Student Leadership Award</td>
<td>SRC representation – nominated by the SRC Coordinator&lt;br&gt;Prefect representation – nominated by the Prefect Coordinator&lt;br&gt;School captains – automatic receipt of award</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Cliff Goodchild Award</td>
<td>Presented to the student who has been the Head Girl of the Ensemble Program</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Australian Defence Force Award</td>
<td>Awarded to students from Year 10, Year 11 and Year 12 who have demonstrated leadership &amp; teamwork in the school community. Students receive cash prizes. Nominated by the Executive and Year Advisers.</td>
<td>Year 12 Graduation</td>
</tr>
<tr>
<td></td>
<td>Academic Excellence</td>
<td>Based on academic excellence and awarded to first in class (Year 7-10) or first in course (11-12).</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Merit</td>
<td>Based on academic achievement and awarded by faculties to deserving students in each course (Year 11-12)</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Zillah Bocking Prize</td>
<td>Presented to the dux of Year 10. (TBC)</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Dux of Year 12</td>
<td>Presented to the student in Year 12 from the previous HSC year who received the highest UAI.</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Sydney University Academic Excellence Award</td>
<td>Awarded to a Year 10 student in recognition of outstanding academic achievement. Nominated by the Executive and Year 10 Adviser based on student’s school results.</td>
<td>Presentation Day</td>
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<tr>
<td></td>
<td>Sport Merit Award</td>
<td>Grade team representation</td>
<td>School assemblies</td>
</tr>
<tr>
<td></td>
<td>Principal’s Sport Award</td>
<td>Displayed commitment to school sport through representation on grade and knockout teams in Years 8-12.</td>
<td>Year 12 Graduation</td>
</tr>
<tr>
<td></td>
<td>Age Champions</td>
<td>Age champions in athletics, cross country and swimming, as identified for regional events.</td>
<td>Presentation Day</td>
</tr>
<tr>
<td></td>
<td>Outstanding Achievement in Sport</td>
<td>Outstanding achievement in sport:&lt;br&gt;● CHS representatives&lt;br&gt;● State representatives&lt;br&gt;● National representatives</td>
<td>Year 12 Graduation</td>
</tr>
<tr>
<td></td>
<td>Sportswoman of the Year</td>
<td>Junior &amp; senior sportswoman of the year. Nominated by the Sports Co-ordinator.</td>
<td>Year 12 Graduation</td>
</tr>
<tr>
<td></td>
<td>Pierre de Coubertin</td>
<td>Presented to a student who exemplifies Olympic principles</td>
<td>Year 12 Graduation</td>
</tr>
<tr>
<td>FOCUS OF AWARD</td>
<td>TYPE OF AWARD</td>
<td>PRESENTED FOR</td>
<td>PRESENTATION EVENT</td>
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<td>----------------</td>
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<tr>
<td>Alan Waddington Prize</td>
<td>• Presented to a student who shows exceptional interest and concern for social justice issues. Nominated by the Social Science faculty.</td>
<td>Presentation Day</td>
<td>7-12</td>
</tr>
<tr>
<td>Anne Beams Prize</td>
<td>• Presented to a student who shows exceptional skills in writing. Nominated by the English faculty.</td>
<td>Anne Beams Awards Evening</td>
<td>7-12</td>
</tr>
<tr>
<td>Caltex Best All Rounder</td>
<td>• Presented in acknowledgement of a student’s all-round contributions to their school and community. Typically they excel across a number of areas including studies, sport, community involvement, conduct and leadership. Nominated by the Executive and Year 12 Adviser.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Dianne Nichol Prize</td>
<td>• Presented to a student who has demonstrated excellence in the Independent Science Research Project. Nominated by the Science faculty.</td>
<td>Presentation Day</td>
<td>10</td>
</tr>
<tr>
<td>Drama Medal</td>
<td>• Presented to a student who has demonstrated excellence in Drama performance. Nominated by the English faculty.</td>
<td>Presentation Day</td>
<td>10-12</td>
</tr>
<tr>
<td>Elaine Peterson Prize</td>
<td>• Presented to a student who has demonstrated excellent achievement in Music. Nominated by the Music faculty.</td>
<td>Presentation Day</td>
<td>10-11</td>
</tr>
<tr>
<td>Harbour Prize</td>
<td>• Presented for achievement in Music composition. Nominated by the Music faculty.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Isla Wilson Prize</td>
<td>• Presented for achievement in English. Nominated by the English faculty.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Janet Cockell Memorial Award</td>
<td>• Presented to a student who has demonstrated an outstanding commitment to their education.</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td>Margaret West Prize</td>
<td>• Presented for commitment to learning in History. Nominated by the History faculty.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Reuben F. Scarf Award for Commitment</td>
<td>• Presented to a student who has demonstrated consistent effort and desire to improve in all areas of their schooling life.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Sandakan Prize</td>
<td>• Presented to a student for achievement against the odds. Nominated by the Executive and Year Advisers.</td>
<td>Presentation Day</td>
<td>7-11</td>
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<tr>
<td></td>
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<td>Year 12 Graduation</td>
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</table>
SCHOOL VALUES

In 2008 our school community decided on the following values as being highly important to our school. Since their adoption, they have been publicised on posters around the school, been highlighted on the front cover of our student diaries and have also been embedded in our award and recognition scheme.

- Democracy
- Respect
- Integrity
- Participation
- Excellence
- Responsibility
- Fairness
- Care
- Cooperation
- Courtesy

WELFARE

YEAR ADVISERS

Year Advisers are appointed to each Year from 7 to 12. They gain a special understanding of the social and academic progress of the students in their particular year. Year Advisers perform a very special welfare role within the school structure because they follow the students throughout their secondary schooling at Burwood Girls High School.

Year Advisers have responsibility for
- student wellbeing
- meeting with teachers to review student progress
- organising interviews with parents
- preparing reports
- monitoring attendance, especially in cases of unexplained absences.

Year Advisers work closely with the School Counsellor, Head Teacher Welfare and Deputy Principal as part of the Welfare Team.

SCHOOL COUNSELLOR

The Counsellor is available for four days each week. She is trained to help students who have personal concerns which may affect their progress at school. Students who wish to discuss matters with the Counsellor may make an appointment at her office or ask their Year Adviser to make the appointment. If parents wish to speak with the Counsellor, they should phone the school first in order to arrange a suitable time.

CLASSROOM TEACHERS

Student wellbeing is the responsibility of every classroom teacher in the provision of a safe and happy learning environment that is stable, supportive and consistent.

Research indicates that teachers do make a difference and are critical agents in influencing students’ attitudes to learning. School and education can change the life pathways of students by supporting their individual needs.

ANTI-BULLYING POLICY

All members of the school community are committed to ensuring a safe and caring environment in which the rights of others and individual differences are respected.
At Burwood Girls High School bullying and harassment will not be tolerated in any form.

The full school policy is available in a booklet form from the Head Teacher Welfare and Deputy Principals or can be accessed on the BGHS website.

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<th>Learning</th>
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<tr>
<td>Proactive programs eg.</td>
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<tr>
<td>- Multi-media</td>
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<td>- SRC</td>
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<td>- Blue, Gold Awards</td>
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<td>- Bands</td>
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<td>- Field Study Days</td>
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<td>- Study Skills programs</td>
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<tr>
<td>- Celebrations</td>
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<td>- Transition education</td>
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<td>- Aboriginal support</td>
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<td>- Yr.9 School to Work</td>
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<td>- Learning Support</td>
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<td>- Prefects</td>
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<td>- Community Service program</td>
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<td>- Careers</td>
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<tr>
<td>- Crossroads</td>
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<tr>
<td>- Year Advisers’ Awards</td>
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<tr>
<td>- Year Advisers’ comments on Reports</td>
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<tr>
<td>- Merit Certificates</td>
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<thead>
<tr>
<th>Attendance</th>
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<tbody>
<tr>
<td>Welfare and Attendance are inextricably linked</td>
</tr>
<tr>
<td>- Proactive strategies</td>
</tr>
<tr>
<td>- Student absences followed up by Head Teacher Welfare and truancy call–feedback to teachers</td>
</tr>
<tr>
<td>- Parental contact for whole day and partial absences</td>
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<tr>
<td>- Letter and detention for persistent lateness</td>
</tr>
<tr>
<td>- Encouragement to attend every day, eg. carnivals, last day of term, field study days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role of Welfare Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Welfare Team includes the Year Advisers, School Counsellor, Head Teacher Welfare, Deputy Principals, Principal, and specialist support staff eg. Careers, Integration, STLA (Support Teacher Learning Assistance). The Welfare Team aims to provide for the pastoral care of the students and to promote the school as a community and a place of belonging.</td>
</tr>
<tr>
<td>- Acts on surveys to identify areas of need, eg. alienation and implement proactive strategies</td>
</tr>
<tr>
<td>- Develops youth resilience through PDHPE and child protection support</td>
</tr>
<tr>
<td>- Year Advisers’ Awards</td>
</tr>
<tr>
<td>- Year Advisers’ comments on Reports</td>
</tr>
<tr>
<td>- Development of Proactive Programs</td>
</tr>
<tr>
<td>- Year 7 – Camp</td>
</tr>
<tr>
<td>- Year 8 – Anti-Bullying Strategies</td>
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<tr>
<td>- Year 9 – Community Service</td>
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<tr>
<td>- Year 10 – School to Work Planning</td>
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<tr>
<td>- Year 11 – Crossroads</td>
</tr>
<tr>
<td>- Year 12 – Study Skills and Stress Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Support Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Identifies students with special needs</td>
</tr>
<tr>
<td>- Organises appropriate support</td>
</tr>
<tr>
<td>- Teacher’s Aide</td>
</tr>
<tr>
<td>- Literacy and Numeracy programs</td>
</tr>
<tr>
<td>- Disability Provisions for RoSA, Preliminary and HSC studies</td>
</tr>
</tbody>
</table>

Yr.11 Charity Fundraising Stall
MAIN OFFICE

Contact Details
Address for correspondence: Burwood Girls High School
Queen Street
Croydon NSW 2132

Telephone number: 9747 3355
Fax number: 9744 2797
E-mail: burwoodg-h.school@det.nsw.edu.au
Website: http://web3.burwoodg-h.schools.nsw.edu.au

Office Hours
Students: the office hours are:
• Before school: 8:00 am to 8:45 am
• Recess and lunch.
No payments will be taken during class time. The office is closed on Fridays at recess for a staff meeting and once a fortnight for bank reconciliations. No payments are taken on the last day of each term.

Parents: Payments can be made any time between 8:15 am and 2:00 pm.
Payments can be made by cash, cheque, credit (Visa or Mastercard only) and EFTPOS.
Credit card payments can also be made over the phone or online via the school’s website for your convenience. No payments are taken on the last day of each term.

Main Entrance - Reception
Window 1 - Late notes, absentee notes, early leavers passes, uniform passes,
student swipe out, transport passes, concession cards, school ID cards
- Enrolment enquiries, first aid
Window 2 - Payments

Please don’t hesitate to contact the Office if you have any queries.

SCHOOL NEWSLETTER
The school newsletter, called Event, is published online twice per term. Students receive a copy via their school email on the date of publication and parents are advised to access the newsletter on our website.

In this newsletter you will find information about events that have taken place at the school, events which are planned, reports from our students as well as other information which will keep you in touch with what is happening in our school community.

SCHOOL LIBRARY
Our library is better described as an information and learning centre.

It is an information centre for its great range of resources including fiction and non-fiction books, magazines, internet facilities, newspapers and electronic media. It also has printers, photocopiers and scanners for your use.

It is a learning centre as the teacher librarian can help you find the best resources available either in the library or on the internet.
Students can borrow resources for up to two weeks at a time, limited to 4 fiction and 6 non-fiction items at any one time.

Our library is open from 8am until 4pm each day, except for Friday recess.

**LOST PROPERTY**

The Lost Property Office is located in the Library. Students should ensure that all property is clearly labelled. Wallets, keys and mobile phones should not be left in bags outside classrooms or the Library but carried at all times. Large amounts of money can be left with the administrative staff in the Office for safe keeping. Valuables should NOT be brought to school.

**FIRST AID / SICK BAY**

This is located near the Front Office and is supervised by the First Aid Officer and the Head Teacher Welfare. This facility is available for emergency illness and accident. Only temporary assistance can be offered. In cases of serious illness or accident, medical attention will be sought at the direction of parents or the emergency contact person.

Where students are too ill to attend regular classes, parents will be contacted to collect the student. This contact **must** be made by the office staff, **not** the students themselves. Junior students who are ill will not be allowed to travel home alone. Senior students may only travel home alone after parental permission has been obtained. All students **must sign out** at the Front Office before leaving.

In cases of recurring illness, please notify the Head Teacher Welfare of the particular circumstances and ensure that you provide the school with current emergency contact numbers.

If the student is ill or injured at school she should report the matter immediately to her class teacher, if it is lesson time, or to the nearest teacher on playground duty during recess or lunch breaks. All students with minor injuries should then report to the First Aid Officer in the Front Office for assessment. During class time students **must have a note** from the teacher to leave class before going to the front office.

* **STUDENTS MUST NOT GO TO SICK BAY WITHOUT THE KNOWLEDGE AND CONSENT OF THE FRONT OFFICE OR THE HEAD TEACHER WELFARE.**
* **SICK BAY HAS VIDEO SURVEILLANCE.**

Parents: please ensure that you have given the office **current** home, work and mobile telephone numbers and the current number of a responsible friend or relative so that we can make contact if the student becomes ill at school.

* **WE ASK FOR CO-OPERATION OF PARENTS IN NOT SENDING STUDENTS TO SCHOOL IF THEY ARE ILL, BECAUSE OUR FACILITIES ARE STRICTLY LIMITED TO EMERGENCIES.**

**THE CANTEEN**

The canteen is well stocked with a variety of foods suitable for both summer and winter: sandwiches, yoghurt, milk, rolls, fruit juices, ice blocks, seasonal fruit, sausage rolls, pasta, croissants, soup, tea, coffee, salads and hot meals.

All students are encouraged to pre-order lunches before school or at recess. This ensures that they have their lunches ready without the need to wait for it to be made up at lunch time.
In 2014, DEC schools in NSW implemented the ‘Bring Your Own Device’ (BYOD) Program whereby students bring a personally owned laptop or tablet and connect to the school’s Wi-Fi network for the purpose of education.

At Burwood Girls High School, the BYOD Program will allow all students in Years 7-12 to bring their own computing device to school each day. Students’ personal computing devices must meet the minimum device requirements for both connection to the school Wi-Fi network, and for the device to be functional as an aid to learning.

Students in Year 9 will be expected to bring their own personal device to school every day. The school has embedded significant emphasis on the integration of technology into learning programs in Years 9 – 12, and the use of a personal computing device will allow these initiatives to continue.

All students will be strongly encouraged to bring their computing device to school every day.

**Minimum Requirements for BYOD devices**

**Wireless Connection**
Tablets or laptops must have this minimum wireless capability: The DEC wireless network installed in high schools only operates on the 802.11n 5GHz standard. Devices with 802.11a/b/g or 802.11n 2.4GHz only will not be able to connect.

**Software**
- Word processing (Eg. Microsoft Word, Pages, Google Drive)
- Spreadsheet (Eg. Microsoft Excel, Numbers, Google Drive)
- Presentation (Eg. Microsoft PowerPoint, Keynote, Google Drive)
- Notetaking (Eg. OneNote, Evernote)
- Internet browser (Eg. Internet Explorer, Chrome, Safari)
- Antivirus software All devices must have active antivirus software installed.

**Note:** Microsoft Office is available for DEC students to download at no cost.
BYOD Checklist

Wireless Connectivity

*Wireless connectivity is key to BYOD devices in schools!*

Devices must support 5GHz dual band wireless or 802.11 a/b/g/n. (Make sure it supports both ‘a’ and ‘n’.)

This is the most important feature for connection to the DEC network, otherwise you will need to buy a Wi-Fi adapter.

Battery Life

**Minimum 5hrs**

Devices need to last the school day. We recommend a minimum of 5hrs battery life.

Memory and RAM

**16GB Memory 4GB RAM**

To be able to store and process data effectively these minimum specifications are essential.

Hardware Features

**Camera & microphone**

These are necessary to ensure students can participate in 21st century learning activities, a stylus may be useful and a keyboard is strongly recommended.

Screen Size

**7 inch screen**

Whilst all laptops should be compatible, tablets need a minimum 7 inch screen to ensure ease of use throughout an entire school day.

Other Essential Considerations

**Casing:** Needs to be tough and sturdy. Can it be dropped without breaking?

**Weight:** Is the laptop light enough for student to carry each day?

**Durability:** Consider the overall durability of the device. Are the keys and inputs sturdy?

Accessories

**Carry Case:** A carry case or skin is essential in protecting your device and can provide ergonomic advantages.

**Insurance:** Devices can become lost or be broken easily at school. Make sure your policy covers these eventualities.

**Warranty:** Make sure you consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.
### Existing Devices which meet minimum requirements

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Windows Laptop</th>
<th>Mac Laptop</th>
<th>Windows Tablet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 7</td>
<td>OS X 10.7 or higher</td>
<td>Windows 7</td>
</tr>
<tr>
<td></td>
<td>Windows 8</td>
<td>Windows 8</td>
<td>Windows 8</td>
</tr>
<tr>
<td>Wireless</td>
<td>5GHz 802.11n</td>
<td>5GHz 802.11n</td>
<td>5GHz 802.11n</td>
</tr>
<tr>
<td>Screen Size</td>
<td>greater than 7”</td>
<td>greater than 7”</td>
<td>greater than 7”</td>
</tr>
<tr>
<td>Storage Capacity</td>
<td>64 GB hard drive</td>
<td>64 GB hard drive</td>
<td>minimum 16 GB</td>
</tr>
<tr>
<td>RAM</td>
<td>2 GB</td>
<td>2 GB</td>
<td>2 GB</td>
</tr>
<tr>
<td>Maximum Device Age</td>
<td>2 years</td>
<td>2 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Minimum Battery Life</td>
<td>5 hours</td>
<td>5 hours</td>
<td>5 hours</td>
</tr>
<tr>
<td>Accessories</td>
<td>Protective case/cover Headphones</td>
<td>Protective case/cover Headphones</td>
<td>Protective case/cover Headphones</td>
</tr>
<tr>
<td>Other Requirements</td>
<td>Up-to-date Antivirus</td>
<td>Up-to-date Antivirus</td>
<td>Up-to-date Antivirus</td>
</tr>
</tbody>
</table>

### Important Notes:
- Devices based on the **Android** operating system are **not recommended**.
- **iPads** have limited use and are **not recommended**.
HOMEWORK FOR YEARS 7 – 12

The following guide may be helpful as to the length of time a student should spend on homework five times per week:

Year 7  The Homework Policy for Year 7 is currently under review. Further information will be provided to students and parents at the beginning of 2015.
Year 8  Two hours
Year 9  Two and a half hours
Year 10  Two and a half hours

Assignments - encouraging students to pursue knowledge individually and imaginatively, including:
- making or designing something
- investigations
- research
- writing

Whenever possible homework should recognise the place of technology and its benefits such as internet, for organising and accessing information.

ROLL CALL

All students will be allocated a roll call group to attend each morning. The groups are in alphabetical order in the same year and will have a permanent roll call teacher. These roll groups are also used for DEAR group and emergency drills.

SCHOOL DIARY

Burwood Girls has an important compulsory student diary which is subsidised out of school funds. It contains specific information for students about the school and useful hints on study skills and learning strategies. The cost of the diary is $10 and can be paid at the school as soon as possible. This item is included on the fees sheet.

DROP EVERYTHING AND READ – ‘DEAR’

Every week, students attend a special class called DEAR; Drop Everything And Read. This is a 30 minute silent reading time on Wednesday when students read a book, a magazine or a newspaper. The students are in roll call groups.
SPORT

The sports in Year 7 include softball, cricket, soccer, hockey, netball, volleyball, gymnastics, dance and aerobics. Year 7 has a Gala Day, when our school teams compete with other schools in our Zone in soccer, netball and volleyball. There is a Swimming Carnival in Term 1 and an Athletics Carnival in Term 2.

Attendance at sport and both carnivals is compulsory as they are part of the school curriculum.

2014 Athletics Carnival

Students in Years 8-11 have sport on Tuesday afternoons. Year 7 students have sport in their class groups at various times in the week.

Each term, students in Years 8-11 participate in grade or recreational sport:
- **REC sports include**: Badminton, bocce, ball games, cardio boxing, circuit, dance ensemble, futsal development, hip hop ensemble, hunger games, pilates, power walking, rec basketball, rec netball, RPM/cycle, run club, self-defence, table tennis, tennis.
- **GRADE sports include**: netball, basketball, European handball, soccer, volleyball, touch football, ultimate Frisbee.

Sport choices occur once per term (generally during Week 8 in preparation for the following term), where students use their own device to log onto the Edval selection website with their unique code. The site is opened for a block of one week for students to make their choices. Students select 3 sports preferences and 3 reserve choices. Information about the sports offered is emailed to all students and placed on the school website each term with the appropriate permission note. Once the site closes, class rolls are arranged and posted on the sports noticeboard for confirmation, along with a meeting time and venue spreadsheet. Students are responsible for checking the board and being organised with permission note and money on the first day of sport each term. It is important to note that those students who do not complete the online choices automatically get assigned a sport and are unable to make any changes.

Each week, students are expected to be dressed in full school sports uniform with appropriate shoes. The uniform for sport consists of a blue polo shirt and school sport shorts or school tracksuit pants, school tracksuit jacket and a pair of suitable sports shoes. For PE lessons the sport uniform is also required.

Students are to meet their teachers at the assigned venues and participate in their sport. Students who are injured or unwell are required to bring a note from home and see Ms Caltabiano or Ms Gianotti in the PDHPE staff room at the start of lunch for a non-sport note, which gives them permission to complete homework in a designated room. Students who miss their sports or do not come appropriately dressed are given a sport detention, where they remain at school from 1:10-3:00 pm cleaning the playground and re-writing the school uniform policy.
## SPORTS HOUSES FOR 2015

<table>
<thead>
<tr>
<th>YEAR</th>
<th><strong>CUMBORA</strong> (Yellow)</th>
<th><strong>KAYEROO</strong> (Red)</th>
<th><strong>KURRAJONG</strong> (Green)</th>
<th><strong>YORELL</strong> (Blue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>E - K</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
</tr>
<tr>
<td>8</td>
<td>A - E</td>
<td>F - K</td>
<td>L - R</td>
<td>S - Z</td>
</tr>
<tr>
<td>9</td>
<td>G - L</td>
<td>M - R</td>
<td>S - Z</td>
<td>A - F</td>
</tr>
<tr>
<td>10</td>
<td>A - F</td>
<td>G - K</td>
<td>L - Q</td>
<td>R - Z</td>
</tr>
<tr>
<td>11</td>
<td>V - Z</td>
<td>A - L</td>
<td>M - Q</td>
<td>R - T</td>
</tr>
<tr>
<td>12</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
<td>E - K</td>
</tr>
</tbody>
</table>

Houses are based on the first letter of your family name.

Students are encouraged to dress up for the swimming and athletics carnivals to show 'house spirit'. House Captains are elected each year from Year 11 and lead their house members to encourage competitors.

Below are examples from a previous swimming carnival.

![CUMBORA](image1.png)

![KURRAJONG](image2.png)

![YORELL](image3.png)

![KAYEROO](image4.png)
FIELD STUDY DAYS AND EXCURSIONS

Three Field Study Days are set aside each year and involve the whole year cohort in a specific activity. Field Studies are part of the school curriculum and aim to provide enrichment, extension, practical experience or compulsory study components of the various courses undertaken by the students. **Attendance at Field Study Days is compulsory.** Students experiencing financial difficulties should inform the relevant Head Teacher who will support the students’ attendance at the Field Study Day activity.

Excursions are also arranged by teachers at various times throughout the year to complement the curriculum delivered in the classroom.

Parents/caregivers are required to sign a permission note for every Field Study and/or excursion activity and are asked to ensure their daughter attends in full school uniform unless written information tells them otherwise. An envelope may be sent home for payments and it is important that it is filled in correctly with the student’s details. All money for excursions must be paid for by the due date. No late payments are accepted.

SPECIAL RELIGIOUS EDUCATION

SRE lessons for students in Years 7-12 are held on Tuesdays. SRE, previously known as “Scripture”, is an integral part of the curriculum in government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every government school in NSW.

The content of SRE classes is specific to each religion or denomination. It is not the same as General Religious Education, which is a component mainly of the Human Society and its Environment key learning area. General religious education involves learning about religions, the place of religion in society and the importance of religious beliefs for particular individuals and communities.

SRE seminars are held once per term for students 7-10. The teachers who provide SRE have to be authorised by their religious persuasion and many of them have completed special training. They use material approved by the religious persuasion.

Religion is an important element in the development of cultures and plays a significant role in the community. We trust that your child will benefit from the religious education opportunities provided.
The Student Representative Council (SRC) was established in 1995 with students elected from each year. Students meet fortnightly to discuss issues relating to student welfare and to make recommendations to the Principal and the School Council. Being a member of the SRC provides opportunities for taking on responsibilities, developing leadership and citizenship roles and skills within the school; and becoming competent in group practices and processes.

Mobile phones are carried by students at Burwood Girls High School. It is important that students develop good mobile phone etiquette. In order to minimise disruption to teaching and learning and confrontation between teachers and students over their use, the following will apply:

1. Mobile phones may be brought to school but they should be switched off and stored out of sight during school time, which includes any face to face instruction in class, assembly and afternoon detention. Phone calls and text messaging must not occur during class time.
2. Mobile phones should not be brought into any assessment or exam situation. They may be left in bags or surrendered to the teacher in charge.
3. The school takes no responsibility for the safety or loss of mobile phones.
4. As the Library is part of the school the same policy applies to mobile phones as if the student was in a classroom.
5. Students who are sick should not use mobile phones to contact parents about going home. Students must report to the front office where parents will be contacted by the school if students are too sick to remain at school.
6. If there is a family emergency we request that parents phone the school on 9747 3355 and the student will be contacted.
7. Students should NOT take photos during lessons unless it is a designated part of the lesson.

The school's timetable operates on four period days for subjects and a reading period, Drop Everything and Read on Wednesday morning. Sport takes place on Tuesday afternoons, with Year 7 at other times. For most students, the school day begins at 8:45 am and finishes at 3:15 pm. There is one recess interval and one lunch break during the day.
### BELL TIMES

<table>
<thead>
<tr>
<th>MONDAY + ASSEMBLY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLL CALL 8:45 – 8:55</td>
<td>ROLL CALL 8:45 – 8:55</td>
<td>ROLL CALL 8:45 – 8:55</td>
<td>DEAR 8:45 – 9:15</td>
<td>ROLL CALL 8:45 – 8:55</td>
<td>ROLL CALL 8:45 – 8:55</td>
</tr>
<tr>
<td>RECESS 10:40 – 11:00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LUNCH 1 1:20 – 2:00</td>
<td>LUNCH 1 1:10 – 2:00</td>
<td>PERIOD 3 1:10 – 1:50</td>
<td>LUNCH 1 1:20 – 2:00</td>
<td>LUNCH 1 1:10 – 2:00</td>
<td>LUNCH 1 1:10 – 2:00</td>
</tr>
<tr>
<td>PERIOD 4 2:00 – 3:15</td>
<td>PERIOD 4 2:00 – 3:15</td>
<td>OR SPORT 1:10 – 2:30</td>
<td>PERIOD 4 2:00 – 3:15</td>
<td>PERIOD 4 2:00 – 3:15</td>
<td>PERIOD 4 2:00 – 3:15</td>
</tr>
</tbody>
</table>

**Please note:**
- 10 minute roll call at start of each day.
- Drop Everything and Read (DEAR) on Wednesday morning for 30 minutes (includes roll call)
- Year 7 have two lessons on Tuesday afternoon instead of Sport for Year 8 – 11 students.

### SCHOOL BUSES/TRAINS, TRANSPORT PASSES, CONCESSION & ID CARDS

For a complete, up-to-date list of bus routes and timetables visit [www.sydneybuses.info](http://www.sydneybuses.info) or [www.131500.info](http://www.131500.info) for trains and buses.

Link to School Special bus routes: [www.sydneybuses.info/schools/bugh](http://www.sydneybuses.info/schools/bugh)

For enquiries regarding transport passes, please see Mrs Jones. For concession cards (age 16+) and school ID cards, see Mrs Hatzis. Replacement ID cards cost $5.
Personal student safety is paramount while travelling to and from school or sport - even in daylight hours.

The school has been in touch with the local police station to devise an information sheet, with a few handy hints to help you safeguard yourself.

1) Always travel in groups of at least three - whenever possible.

2) **If by yourself**, always keep to crowded or well-populated areas when walking i.e. DON’T take shortcuts through parks, isolated back streets or car parks.

3) If someone calls you over to a car e.g. to ask directions – do not approach the car. Rather, suggest they ask in a nearby shop or the local police station.

4) **If followed by a car** – cross quickly and safely to the other side of the street (so the car would have to do a U turn to keep following you). Try to take note of the registration number, colour and make of car if you can and report it to the police as soon as possible. Even if nothing happened to you, next time they may approach a younger child who is not as able to take care of herself as you.

5) **If approached by someone who you do not feel comfortable with** go straight to the nearest occupied safety house or shop. Try to notice what the person looks like and report the incident to the police.

6) Senior students should always act as role models for the juniors and “look out” for their fellow students whenever and wherever possible.

**AFTERNOON EXITS**

Students going out to Queen Street must leave via the Music Foyer. No student may leave through the front Administration foyer.

Students going out to Cheltenham Road leave via the pedestrian gate on Cheltenham Rd. Use extreme caution crossing Cheltenham road and consider motorists by crossing in groups.

**USE THE SAFETY CROSSING**

Students must use the safety crossings in Queen Street and Cheltenham Road because the streets outside of the school are both narrow and subject to heavy traffic. Also, students should not walk through the staff car park at the front of the school – they should use the footpath instead.

**NOTE TO PARENTS ABOUT DRIVING TO & FROM SCHOOL**

Parents and Caregivers, please note that parts of Queen Street and Cheltenham Road surrounding the school are ‘No Stopping’ zones. That means you cannot stop to drop off or pick up students in these areas. Please respect the road rules as they are there to help protect our students and other citizens using the roads. Under no circumstances are parents to drive through or park in the school grounds between 8 am and 4 pm.
INFORMATION FOR PARENTS and CARERS
ATTENDANCE – DEC SCHOOL ATTENDANCE POLICY
Please also refer to Attachment 5 in the section “International Students”

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

PARENTS AND CARERS
Parents/carers are legally responsible for ensuring that their children who are enrolled at school attend regularly.

Parents/carers are required to explain their child’s absences in writing promptly to the school.

PRINCIPALS
Principals must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Principals must advise parents promptly when their children are absent from school without explanation.

Principals must ensure that all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

ATTENDANCE PROCEDURES AT BGHS

Satisfactory attendance is a requirement for meeting syllabus outcomes and the award of the RoSA or the Higher School Certificate. Burwood Girls High School expects students to attend school regularly and punctually.

In the case of unavoidable lateness or absence, the school should be notified immediately and followed by a note to the Front Office. Please include the student's full name and year. Students may collect a blank absentee note (example shown below) which parents are asked to complete and sign and to attach to any supporting documents.

Valid notification prevents unnecessary calls and investigations. Notes must be placed in the appropriate box at the Office or handed to the teacher during roll call.

ABSENTEE NOTE EXAMPLE (blank forms available from the front office and the school’s website)

| FAMILY NAME: ............................................. | FIRST NAME: ............................................. |
| YEAR: .................. |
| DAY and DATES ABSENT: First day: .......................... Last day: .......................... |
| REASON FOR ABSENCE: ....................................................................................................... |
| PARENT/CARER SIGNATURE: ........................................................DATE:....../....../…….. |

Give this completed note to your roll call teacher or put in box outside Window 1 of front office.
PUNCTUALITY

Punctuality in the mornings is important. STUDENTS WHO ARRIVE LATE MUST REPORT TO THE FRONT OFFICE TO SIGN IN BY ‘SWIPING’ THEIR ID CARD. Latecomers who do not have a valid reason can expect consequences. All students must bring their ID card to school every day.

In the case of lateness (as well as absences), a note from the parent/guardian must be brought to the school on the first day back.

EARLY LEAVERS

If you leave the school during school hours, eg to go to an appointment, she must bring a permission note from home and place it in the box marked ‘Early Leavers Requests’ at the front office before 8:45 a.m. The Deputy will consider her request and, if approved, will issue her with an Authority to Leave School Early slip. This authority is to be collected from the Front Office at the time of leaving school.

TRUANCY

Students who absent themselves from school without permission place themselves at significant risk and are not able to effectively participate in their learning programs. Teachers report students who truant to the Head Teacher Welfare (7-9) or Head Teacher Administration (10-12) who will deal with the first incident of truancy by counselling the student and issuing an after school detention. The second incident of truancy for a student is referred to a Deputy Principal who will counsel the student, contact parents by phone and issue a detention. Parents may request a parent interview to discuss the matter further.

If there is a third incident of truancy for a student the Principal will issue a short suspension from school. Parents and students must then have a resolution of suspension interview to discuss a change in the student’s behaviour. The Principal will move to expel students of post-compulsory age whose attendance continues to be of concern following application of school welfare and discipline measures.

ATTENDANCE MONITORING SYSTEM / SMS

Burwood Girls High School uses an automatic communication system that involves sending SMS messages to parents’ mobile phones to alert them when their daughter is late or absent without a note from home. This is to combat unexplained absenteeism and improve child safety.

It is very important that parents supply the school office with up-to-date mobile phone numbers to ensure they receive the SMS messages.

If parents receive an SMS, please reply with a short explanation, eg “sick”, “late bus”, “appointment” etc. If parents know in advance that their child will be late or absent, they may telephone the school on 9747 3355 before 10 am to advise the school of lateness/absence and avoid receiving the SMS.

Please make sure your daughter is at school well before 8.45 am. Don’t rely on trains and buses being on time. Often buses are full and bypass stops leaving students to wait for another bus and therefore are late to school.

RELIGIOUS LEAVE

Students who wish to join their family for recognised religious celebrations must bring a note requesting leave for the day (or partial day) prior to the event. If the request is authorised by the Deputy Principal, the day will not count towards the student’s official attendance record.
EXTENDED LEAVE

If an extended period of leave (5 school days or more) is necessary, parents must request leave from the principal, in writing, at least one week prior to the leave, by completing the DEC form available from the front office or website. Supporting documentation is to be included (eg copy of plane ticket, itinerary for air travel).

SWIPE CARD INSTRUCTIONS, YEARS 7 – 10

SCHOOL COMMENCES AT 8:45 AM.

Rolls are marked promptly and returned to the office. If you arrive after 8:45 am you must get a late note from the front office, otherwise you are marked absent for the whole day and an SMS will go out to your parents.

YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.

1. Swipe your ID card through the reader (barcode at the bottom and photo facing away from you so you can see the magnetic strip). The reader will beep once if it has read your card and your details will appear on the screen.
2. If you are late without a note carefully press 1 and then press 2 on the number pad. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. You must return this signed slip to the office.
3. If you are late with a note carefully press 1 and then press 1 again and WAIT for authorisation by someone in the office. A receipt will be printed and you take this to class.

DON'T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

SWIPE CARD INSTRUCTIONS, YEAR 11

1. – 3. As above.
4. If you don’t have a lesson during period 1 you must still be at school at 8:45 am for Roll Call. You are required to stay at school at all times, unless: (A) you have an authorised Early Leave Pass or (B) you have a free during period 4 and have presented written permission from a parent to the Deputy Principal for authorisation to leave on days with a free period 4, then you may swipe out by pressing 9.
5. If you are leaving to attend TAFE, press 0.

SWIPE CARD INSTRUCTIONS, YEAR 12

1. As above.
2. If you are late without a note carefully press 1 and then press 2 on the number pad. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. You must return this signed slip to the office. This includes being late for Period 2, 3 or 4 but you must notify office staff so we can override the time.
3. If you are late with a note carefully press 1 and then press 1 again and WAIT for authorisation by someone in the office. A receipt will be printed and you take this to class. This includes being late for Period 2, 3 or 4 but you must notify office staff so we can override the time.
4. If you are **not late** and are signing into school **press 8** and take your receipt. 
   **Note:** If you have period 1 free on Mondays, you must be at school in time for Assembly at 10:10 am, when it occurs. You must be present for Roll Call and DEAR on Wednesdays.

5. If you have a **free period** and are leaving the school but **will be returning** for another lesson **press 4**. Take your receipt and keep it with you. On return to school **press 5**.

6. If you have finished all lessons and are going home **press 9**. Take your receipt and keep it with you until you get home.

   **DON’T RUSH, AND TAKE CARE WHEN PRESSING THE NUMBER PAD.**
   **YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.**

---

**TO ALL STUDENTS 7 – 12 RE: LATE BUSES**

If you catch the school special and it is late you must still press 1 and then press 2 and your parents must write the bus number on the slip, sign it and return it to school. Once we have verified that you do catch the school special we will adjust the records. We also ask that parents please contact the bus depot to report the late buses. Phone 131 500 or write to STA Complaints, 219 – 241 Cleveland St, Strawberry Hills 2010.

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**SWIPE CARD INSTRUCTIONS – UNIFORM PASS**

If you are out of uniform, you must obtain a Uniform Pass before school, or as you arrive (if you are late). Swipe your ID card. If you **do not have a note** from home explaining why you are out of uniform, **press 7 and then press 2**. If you **do have a note** from home, **press 7** and then press 1 and **WAIT** for authorisation from office staff.

**YEARS 7 -12: ALL REQUESTS FOR EARLY LEAVE PASSES MUST BE IN THE BOX AT THE FRONT OFFICE BEFORE SCHOOL.**

**THERE SHOULD BE NO STUDENTS IN WESTFIELD AFTER 8.30 am.**

---

**HOW TO USE SWIPE MACHINE**

**SWIPE CARD THIS WAY, IN EITHER DIRECTION (WHITE SIDE FACING YOU AND BLACK STRIPE AT THE TOP).**
A ‘beep’ will sound and red light flash to show swipe has registered. If no ‘beep’ is heard, swipe again.

**NOTE:** If you lose or deface your school ID card, you will be required to apply for a replacement card at a cost of $5.
It is important for international students’ contact details to be kept up-to-date. Please notify the Office promptly of any changes. An example form is printed below.

### CHANGE OF ADDRESS/PHONE NUMBERS

<table>
<thead>
<tr>
<th>WELFARE ARRANGEMENTS FOR STUDENTS ENROLLED IN NSW GOVERNMENT HIGH SCHOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC International Students</td>
</tr>
<tr>
<td>Mail</td>
</tr>
<tr>
<td>Locked Bag 53</td>
</tr>
<tr>
<td>DARLINGHURST NSW 2010</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td><a href="mailto:isc@det.nsw.edu.au">isc@det.nsw.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Service</th>
<th>827 – 839 George Street BROADWAY NSW 2007</th>
<th>Telephone 8289 4777</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td></td>
<td>Fax 8293 0928</td>
</tr>
</tbody>
</table>

**Family Name**............................... **Given Names**.................................

**ISC Reference No.**........................... **Passport Number**.......................... **Date of Birth**............................

**Student's Address**................................................................. **Post Code**..............................

**Email**........................................................................... **Telephone No.**.........................

**High School (or school preferences if school not confirmed)**.................................

Please indicate if accommodation is

- Living with relatives / guardian
- Homestay family
- Shared accommodation

**Name, age and sex of people residing at the same address**

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>M/F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**If changing address give reason**............................................................................

**Parent/Guardian**............................... **Student**...............................

**Signature**..................................................................... **Signature**.............................

**Date**............................................................................

**Guardian Name**................................................................

**Guardian Address**.................................................................

............................................................... **Postcode**..............................

**Guardian Email Address**.................................................................

**Guardian Telephone No.**

- Home ................................................................. Work .................................................................

**Office Use Only** Database Updated □ File Updated □ School Notified □

**SAMPLE ONLY.** Please see the Enrolment Office for a form. Completed forms should be returned to the Enrolment Officer.
INTERVIEWS AND VISITS

The school welcomes the opportunity to discuss student progress at Parent/Teacher Evenings, following the issue of reports and as the occasion demands.

Before visiting the school, please phone the school on 9747 3355 to arrange an appointment. This enables the school to arrange interviews at mutually convenient times and also allows the Principal or other teachers to investigate matters and have relevant information and knowledge of specific circumstances.

TEXT BOOKS

Text books are issued to students on loan. Due to the high cost of textbook replacement, they must be kept in good condition for future use by other students.

Text books lost, damaged or not returned, must be paid for at the value assessed by the Head Teacher of the subject for which the book is issued. Money may be paid at the Front Office.

REPORTS

Reports are prepared and issued to all students twice yearly. Reports are issued from the school at mid-year and at the end of the year. Reports are discussed at Parent/Teacher Evenings; however, at other times, parents should make an appointment to discuss the student’s progress.

THE SCHOOL COUNCIL

The focus of the School Council is to:
• determine broad school policies and priorities, and
• encourage and promote student, staff and community participation in the school.

It consists of the Principal and 16 members from parent, student, teacher and community groups. Details of meetings, published in the school newsletter, occur once a term and are open to all groups. Parental involvement is most welcome.
THE P&C WELCOMES YOU

The P&C Association aims to
- promote co-operation between parents, students and the school;
- assist in informing parents about educational matters through discussion with teaching staff or other guest speakers;
- assist in providing facilities for students by fund raising for specific purposes.

Notice of Meetings is published in the school newsletter. The active interest of parents has great value in the education of students and all parents and care providers are invited to attend as often as possible.

P&C MEETINGS ARE USUALLY HELD IN THE SCHOOL LIBRARY ON THE 3RD WEDNESDAY OF EACH MONTH AT 7:15 PM.

THE P&C SCHOOL UNIFORM SHOP

Our P&C Association has a School Uniform Shop near the Print Room. It sells new uniform items as well as good quality second hand uniforms; Year 7 book packs and other accessories. Also, school lockers are organised through the Uniform Shop.

The Uniform Shop is open every Tuesday from 8:30 am-2:00 pm (before school, recess and lunch for students) and Thursday from 1:10 pm to 2:30 pm.

The Uniform Shop is the sole supplier of the official school uniform and stocks a large range of sizes.

The Uniform Shop accepts cash, cheque, EFTPOS and Visa/Mastercard. If you wish to contact the Uniform Shop, please phone the school on 9747 3355 at the above times on Tuesday or Thursday, and ask for the Uniform Shop.

Ms Staines and Mrs Browne (shop manager) welcome you to the P&C Uniform Shop
Burwood Girls High School is a ‘uniform school’ where students are expected to be in full school uniform every day. Our uniform is functional and distinctive and helps students to dress neatly and to identify with the school. In the interests of maintaining a positive school image as well as ensuring the safety and security of our students, we ask for the support of parents in enforcement of our uniform policy.

If there are welfare issues concerning school uniform, the Head Teacher Welfare may make the necessary arrangements.

In uniform matters, students in Years 10-12 report to Ms Janina Longman, Years 7-9 to Ms Karyn O’Brien.

**Our school strongly enforces the school’s uniform policy.**

In emergencies the school makes provision for students to be out of uniform. The student must bring a note before school and obtain a uniform pass for that day.

Parents will be contacted immediately to address the issue of a student out of uniform if the items of clothing are considered unsafe (eg thongs) or inappropriate for a student at school. In these circumstances, students over 16 years of age may be sent home to change.

Disciplinary action will be taken for persistent offenders. Consequences will include student counselling, parent interviews and detentions.

**Shoes**

The greatest number of injuries to students occurs due to “slips, trips and falls”, therefore, we insist upon the wearing of safe, sturdy, fully enclosed, hard leather shoes which meet WHS requirements in specialist rooms including kitchens, science labs and workshops. Additionally for the safety of students in the playground and at sport the following footwear requirements will apply to ALL students.

**Acceptable School Shoes:**

- School shoes must be made of a sturdy material (hard leather), flat heeled and offer adequate support to the foot. (No canvas type, ballet type or boat shoes).
- The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.
- The shoe must be completely black (including the sole and laces) with no brandings or logos.

**Acceptable Sport Shoes**

- On sport days, students will be permitted to continue to wear appropriate, closed, supportive sport shoes/runners, however these must be proper exercise shoes, not canvas gym boots or slip-on shoes.

Parents purchasing new shoes for their daughter are advised to refer to the table below to ensure that an acceptable shoe is purchased to meet requirements in 2015.
ACCEPTABLE SHOES
FOR BURWOOD GIRLS HIGH SCHOOL

CORRECT SHOES ARE COVERED, HARD LEATHER:

<table>
<thead>
<tr>
<th>COVERED + HARD LEATHER + SUPPORTIVE + PROTECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Acceptable Shoes Example 1]</td>
</tr>
<tr>
<td>![Acceptable Shoes Example 2]</td>
</tr>
<tr>
<td>![Acceptable Shoes Example 3]</td>
</tr>
</tbody>
</table>

UNACCEPTABLE SHOES

INCORRECT SHOES ARE NOT ENCLOSED OR NOT MADE FROM HARD LEATHER:

![Unacceptable Shoes Examples]
JUNIOR UNIFORM (Years 7 – 9)

Skirt: ‘A’ line skirt, knee length, with an inverted pleat of a fine check fabric of mid blue, dark blue and pale lemon

Socks: White or black socks or black stockings

Shirt: White buttoned blouse with short sleeve and monogram, or long sleeve, no monogram

Jacket: Navy ‘Microfibre’ jacket with school crest

Jumper: Navy wool blend with V neck

Cardigan: Navy wool blend

Shoes: Flat heeled, enclosed, black, hard leather (NOT boots). Thongs are NOT acceptable.

Slacks: Navy tailored slacks may be worn. NO tracksuits or jeans

Coat: Navy cashmere/wool coat

Scarf: Navy

Tie: School tie (optional)

Blazer: Blazer with school crest

SPORTS / PE UNIFORM (all years)

Navy school PE polo shirt with striped collar and crest, navy school shorts and ‘Microfibre’ jacket with school crest and matching track pants. Appropriate sports shoes.

Navy sports cap with crest is available from the Uniform Shop.

**Students in Year 7** must bring their PE uniform and shoes to school to change into before PE or sport. However the ‘Microfibre’ jacket may be worn to school at any time.

**Tuesday: Sport Day (Years 8–11)**

Years 8–11 students may wear school sport uniform to school on Tuesday. Please note that you must arrive at school dressed in EITHER full sport uniform OR full school uniform including appropriate footwear.
SENIOR UNIFORM (Years 10 – 12)

Skirt: Plain navy blue ‘A’ line, knee length, with inverted pleats
Jumper: Navy wool blend V neck
Cardigan: Navy wool blend
Jacket: Navy ‘Microfibre’ jacket with school crest
Socks: White or black socks or black stockings
Blouse: White buttoned blouse with turnover collar, short sleeve and monogram, OR long sleeve, no monogram, OR senior blouse, pintuck with round collar
Shoes: Flat heeled, enclosed, black, hard leather (NOT boots). Thongs are NOT acceptable.
Slacks: Navy tailored slacks may be worn. NO tracksuits or jeans
Coat: Navy cashmere/wool coat
Scarf: Navy
Tie: School Tie (optional)
Blazer: Blazer with school crest

All items (except shoes) are available from the School Uniform Shop
Our Parents’ and Citizens’ Association has a shop next to the Print Room. Prices are cheaper than elsewhere. It sells new uniform items and Year 7 stationery packs.

Normal shop opening hours:
Every Tuesday from 8:30 am to 2:00 pm and Thursday from 1:10 pm to 2:30 pm.

CRITICAL INCIDENTS

In case of a critical incident or emergency involving an International Student the school will do the following:
• For students under 18 years, contact family in the student’s home country and guardian/carers in Australia.
• For students 18 years and older, contact the student’s family in their home country and the guardian if they have one.
• Notify the relevant consulate or embassy if the situation is life threatening.
• Notify DEC International of the emergency and actions taken by the school.
• The school will record on the student’s file all actions, interviews and conversations.

Students who cannot be located or contacted and have been absent for 5 consecutive days would be considered “missing” and the Principal will:
• Contact the student, guardian/carers or emergency contacts.
• Follow up with other students and friends to locate the student.
• Contact parents overseas.
• Notify DEC International of the missing student and actions taken by the school; DEC International will notify the Department of Immigration and Citizenship as required.
• Report the student as a missing person to the police and notify the appropriate consulate or embassy.
OVERSEAS STUDENT HEALTH COVER (OSHC)

It is compulsory for student visa holders to have Overseas Student Health Cover (OSHC) usually through Medibank Private. This allows students to access medical services similar to Medicare cover. For the cost of OSHC, refer to the Application Form or the Medibank website [www.medibank.com.au](http://www.medibank.com.au).

You must supply the school with a copy of each student’s Medibank OSHC card, in case of accident or injury.
INFORMATION FOR JUNIORS

Year 7 Camp 2014

Ms Erin Dib
Year 7 Adviser 2015

Mr Matthew Chalmers
Year 7 Assistant Adviser 2015
In 2015, the Year 7 class names are based on important cultural festivals and literature:

- **7B** Bastille Day
  - Bastille Day Parade, France

- **7C** Carnevale
  - Carnevale Festival, Italy

- **7D** Dragon Boat Festival
  - Dragon Boat Racing, China

- **7H** Hanami
  - Hanami (Cherry Blossom Viewing), Japan

- **7M** Moon Festival
  - Moon (or Mid-Autumn) Festival, China

- **7R** Ramayana
  - Ramayana, an important epic of Hindu literature
SELF-DEVELOPMENT DAYS FOR STAGES 4, 5 AND 6

Years 7-12 will engage in development days to address issues which affect the social and emotional well-being of adolescents. The days will follow a developmental sequence ranging for anti-bullying, friendship and community building in Years 7 & 8, lifestyle and positive self-image in Years 9 & 10, stress management, study skills and leadership in Years 11 & 12.

As a result of this program the students will be provided with strategies and opportunities to develop resilience and sound mental health.

SCHOOL TO WORK PLANNING PROGRAM YEARS 9 AND 10

The School to Work Planning Program has been adopted by Burwood Girls High to assist students in understanding and planning for employment, education and training options available to them.

As part of this initiative, students receive and complete a student logbook which records work related skills, which they can identify with their activities at school within and beyond the classroom, at home and during experiences of paid and volunteer work. Consequently, it was felt that it would be beneficial for all Year 9 students to put their school motto “Not For Ourselves Alone” into practice and undertake voluntary work in the community.

To achieve these goals, a Yr.9 Community Service Program runs during Term 3. Students are required to complete 10 hours of community service at a negotiated time and place. All students also receive a Training Day for logbooks and the program, during Term 2.

School to Work logbook is continued into Year 10 and the school has designated School to Work planning weeks when students complete skills sheets for their logbooks.
The Gifted and Talented Program operates in Years 7 and 8. The focus of the program is the development of Rich Tasks across the curriculum with a strong emphasis on independent learning, higher order thinking skills and analysis.

In year 7, the program involves a self-directed research study of a chosen topic for the Rich Task. The students consult with the Program Coordinator and subject teachers but they do not attend a formal class.

Year 7 GAT Launch 2014

Their work is officially launched at an evening with parents, followed by a full presentation of each Task to a class audience.

In Year 8, the program directs the students to research a chosen issue and solve a problem in a preset framework. The students meet with the coordinator once a week at a nominated time to work on the scope and format of the chosen task.

The students’ learning is challenged in the following areas
- Critical analysis
- Higher order thinking skills
- Problem solving
- Synthesis of argument
- Self-directed and independent learning

Year 7 GAT Launch 2014
## BURWOOD GIRLS HIGH SCHOOL CURRICULUM
### YEARS 7, 8, 9 and 10 – 2015

<table>
<thead>
<tr>
<th>Year</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Line 4</th>
<th>Line 5</th>
<th>Line X</th>
<th>Line Y</th>
<th>Line Z</th>
<th>Special Religious Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 8</strong></td>
<td>English</td>
<td>Mathematics</td>
<td>Science</td>
<td>Geography</td>
<td>PDHPE</td>
<td>French</td>
<td>Indonesian</td>
<td>Italian</td>
<td>Japanese</td>
</tr>
</tbody>
</table>
INFORMATION FOR SENIORS

Year 12 HSC Body of Works Evening 2014

Ms Rosemary Sandow
Year 11 Adviser 2015

Ms Kathy Lazos
Year 11 Assistant Adviser 2015
THE CAREERS ADVISER

The Careers Adviser has information about a variety of jobs and courses which are available to young people leaving school.

The Careers Adviser organises the School to Work program, Work Experience and Work Placement Program which have proved to be of great benefit for our students. He also organises the Vocational Education and Training (VET) and other TAFE courses.

The Careers Room can be found upstairs near Room 50 and the Social Sciences Staffroom.

STUDENTS ARE ENCOURAGED TO SEE THE CAREERS ADVISER WHEN THEY BEGIN THINKING ABOUT A POSSIBLE FUTURE CAREER OR PATH FOR STUDY.

BOARD OF STUDIES EXAMINATION TERMINOLOGY

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Account for: state reasons for, report on. Give an account: narrate a series of events or transactions.</td>
<td>Distinguish</td>
<td>Recognise or note/indicate as being distinct or different from; to note differences between</td>
</tr>
<tr>
<td>Analyse</td>
<td>Identify components and the relationship between them; draw out and relate implications</td>
<td>Evaluate</td>
<td>Make a judgment based on criteria; determine the value of</td>
</tr>
<tr>
<td>Apply</td>
<td>Use, utilise, employ in a particular situation</td>
<td>Examine</td>
<td>Inquire into</td>
</tr>
<tr>
<td>Appreciate</td>
<td>Make a judgement about the value of</td>
<td>Explain</td>
<td>Relate cause and effect; make the relationships between things evident; provide why and/or how</td>
</tr>
<tr>
<td>Assess</td>
<td>Make judgment of value, quality, outcomes, results or size</td>
<td>Extract</td>
<td>Choose relevant and/or appropriate details</td>
</tr>
<tr>
<td>Calculate</td>
<td>Ascertify/determine from given facts, figures or information</td>
<td>Extrapolate</td>
<td>Infer from what is known</td>
</tr>
<tr>
<td>Clarify</td>
<td>Make clear or plain</td>
<td>Identify</td>
<td>Recognise and name</td>
</tr>
<tr>
<td>Classify</td>
<td>Arrange or include in classes/categories</td>
<td>Interpret</td>
<td>Draw meaning from</td>
</tr>
<tr>
<td>Compare</td>
<td>Show how things are similar or different</td>
<td>Investigate</td>
<td>Plan, inquire into and draw conclusions about</td>
</tr>
<tr>
<td>Construct</td>
<td>Make; build; put together items or arguments</td>
<td>Justify</td>
<td>Support an argument or conclusion</td>
</tr>
<tr>
<td>Contrast</td>
<td>Show how things are different or opposite</td>
<td>Outline</td>
<td>Sketch in general terms; indicate the main features of</td>
</tr>
<tr>
<td>Critically (analyse/</td>
<td>Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/ evaluation)</td>
<td>Predict</td>
<td>Suggest what may happen based on available information</td>
</tr>
<tr>
<td>evaluate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deduce</td>
<td>Draw conclusions</td>
<td>Propose</td>
<td>Put forward ,for example, a point of view, idea, argument, suggestion, for consideration or action</td>
</tr>
<tr>
<td>Define</td>
<td>State meaning and identify essential qualities</td>
<td>Recall</td>
<td>Present remembered ideas, facts or experiences</td>
</tr>
<tr>
<td>Demonstrate</td>
<td>Show by example</td>
<td>Recommend</td>
<td>Provide reasons in favour</td>
</tr>
<tr>
<td>Describe</td>
<td>Provide characteristics and features</td>
<td>Recount</td>
<td>Retell a series of events</td>
</tr>
<tr>
<td>Discuss</td>
<td>Identify issues and provide points for and/or against</td>
<td>Summarise</td>
<td>Express concisely the relevant details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Synthesise</td>
<td>Putting together various elements to make a whole</td>
</tr>
</tbody>
</table>
# YEAR 11, 2015

<table>
<thead>
<tr>
<th>LINE 1</th>
<th>LINE 2</th>
<th>LINE 3</th>
<th>LINE 4</th>
<th>LINE 5</th>
<th>LINE 6</th>
<th>LINE 7</th>
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</thead>
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<td>English Advanced</td>
<td>Entertainment (VET)</td>
<td>Biology</td>
<td>Ancient History</td>
<td>Ancient History</td>
<td>Business Studies</td>
<td>Maths Extension 1</td>
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<td>English Standard</td>
<td>Mathematics 2U</td>
<td>Chinese Background</td>
<td>Biology</td>
<td>Biology</td>
<td>Business Studies</td>
<td>Open High School</td>
</tr>
<tr>
<td>ESL</td>
<td></td>
<td>Dance</td>
<td>Business Studies</td>
<td>Chemistry</td>
<td>Community &amp; Family Studies</td>
<td>Saturday School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Italian Continuers</td>
<td>Chemistry</td>
<td>Chinese Background</td>
<td>Japanese Beginners</td>
<td>TAFE</td>
</tr>
<tr>
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<td></td>
<td>Legal Studies</td>
<td>Chinese Heritage</td>
<td>Speakers</td>
<td>Japanese Continuers</td>
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<td></td>
<td>Physics</td>
<td>Community &amp; Family Studies</td>
<td>Drama</td>
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<td></td>
<td></td>
<td>Society and Culture</td>
<td>Early Childhood</td>
<td>Economics</td>
<td>Japanese Beginners</td>
<td></td>
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<td></td>
<td>Sport Lifestyle &amp; Recreation</td>
<td>Exploring Early Childhood</td>
<td>Financial Economics</td>
<td>French Continuers</td>
<td></td>
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<tr>
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<td>Hospitality (Food &amp; Beverage) (VET)</td>
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# YEAR 12, 2015

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<td>Visual Arts</td>
<td>Visual Arts</td>
<td>Social Justice</td>
<td>PDHPE</td>
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</tr>
</tbody>
</table>

Total Subjects  |                                             |                                             |                                             |                                             |                                             |                                             |
Permission to Work

To be eligible to work part-time, you must:
- hold a valid student visa class 571,
- be in Australia,
- have commenced your course with NSW Department of Education and Communities and had at least two terms of satisfactory attendance (above 80%),
- have complied with the conditions of your existing visa,
- apply for a tax file number with the Australian Taxation Office (ATO). The contact number for the ATO is 13 28 61.

As an international student, you can work a maximum of 40 hours per fortnight during the school terms and you can work unlimited hours during the school holidays.

Please note: During school terms it is advisable to limit your working hours to a maximum of ten hours per week.

The NSW Government Industrial Relations (IR) section provides a facts sheet for international students working in NSW which includes basic workplace rights and responsibilities:

NSW IR Publications – NSW Industrial Relations: list of all publications:

NSW IR Publications – International Students Factsheet (see the next two pages).

Department of Immigration and Citizenship (DIAC)

If you still have questions regarding work visa issues, you need to contact DIAC directly.

DIAC Sydney CBD office is located at:

**26 Lee Street, Sydney NSW 2000** (near Central Railway Station)

**Office hours:**
Monday, Tuesday, Thursday and Friday 9:00 am – 4:00 pm and
Wednesday 9:00 am – 1:30 pm.
**Phone:** 131 881
International Students Working in NSW
Your basic workplace rights and responsibilities

As an international student, you have the same rights and responsibilities as any other worker in NSW. However, the work you do must meet your visa conditions. This fact sheet outlines some of the key things you must be aware of when starting work.

Starting work on trial
When offered a job, you may be asked to work for a trial or probation period to see if you can do the job. Your employer must tell you how long the probation or trial period will be (maximum three months) and you must be paid for any work you do.

Unpaid work trials are against the law in Australia – you should not be asked to work for free. You should be paid for all the hours you work, including meetings and training, as well as for the time spent opening and closing the business.

The only instance you may be asked to do work experience for no pay is when it is organised as part of your course of study. This placement must be through a registered educational training organisation like a school, TAFE or university.

Get the job offer in writing
When you are offered a job, it is a good idea to ask your employer to explain in writing the conditions you will be working under and what you will be expected to do.

The letter should include:
- the name of your employer
- what the job involves and a list of your duties
- how much you will be paid each hour, week or fortnight
- your hours of work
- whether you are casual, part-time or full-time
- the employment conditions and arrangements you will be working under, such as an award or agreement.

Before you agree to the job offer
You may be employed under an award or an agreement. To find out how the award or agreement covers you in the job you are doing (i.e. the minimum wage you must be paid, when you can take breaks during your shift and what duties your employer can expect you to do) call the Fair Work Infoline on 13 13 94.

If you are asked to sign a document agreeing to certain working conditions, read it very carefully. Don’t feel pressured to sign it straight away, especially if it doesn’t suit you.

Ask your employer for time to consider the document. Feel free to take the agreement home and get other people you trust to read it over with you. You may want to seek legal advice before you make your decision.

If you are unsure about the conditions of the agreement you have been asked to sign, contact the Fair Work Infoline on 13 13 94.

Your pay
Your employer must pay you at least the minimum rate set out in the award that applies to your job. This rate will depend on the type of work you do and the times you work. Your employer can pay you more than this amount, but not less.

You may also be paid allowances for doing certain tasks, overtime pay for working outside your regular hours or penalty rates for working nights, weekends or public holidays.

Your employer must pay you at least once a month.

You must be paid in cash, by cheque or have the money deposited into your bank account. It is not acceptable to receive goods or services instead of pay.

Your employer must give you a pay slip when you receive your pay, which explains exactly how much you are being paid.
Your employer can’t deduct any money from your pay unless you have agreed to it in writing or it is required under the law. For example, if you accidentally break something, your employer must not deduct money from your wages. No deductions can be made from your annual holiday pay.

You should also be receiving superannuation. Check your pay slip each time to make sure this is being done.

If you are worried about deductions from your wages or concerned that you are being underpaid, contact the Fair Work Infoline on 13 13 94 for free information and advice. You can also lodge a complaint online by visiting www.fwo.gov.au.

National Employment Standards
All workers in the private sector are covered by the ten National Employment Standards. These are the minimum standards of employment for anyone working in Australia. Only some of these entitlements apply to casual workers. For a complete list of the National Employment Standards, visit www.fairwork.gov.au

Casual workers
Casual workers receive an additional payment called a loading to compensate for not receiving paid leave, such as sick leave and other leave, no notice period for termination and no guarantee of employment.

Useful tip: Work Diary
It is a good idea to keep a work diary. Write down your start and finish times, any breaks, who you worked with, the type of work you did and the amount you got paid. You may need to rely on this information in the future if you are having problems at work.

Your workplace responsibilities
As an employee, you must obey any lawful and reasonable instructions given by your employer and work with them to maintain a safe and healthy workplace.

Ending your employment
Your employment can be terminated by either you or your employer giving the appropriate notice, preferably in writing. Check your award or agreement for notice periods.

If you think you have been unfairly dismissed, it is important to act quickly.

For more information about what to do, contact the Fair Work Infoline on 13 13 94.

Useful websites and contacts
NSW Industrial Relations
www.industrialrelations.nsw.gov.au

Fair Work Online
www.fairwork.gov.au
☎ 13 13 94

Department of Immigration and Citizenship
www.immi.gov.au
☎ 13 18 81

WorkCover NSW - for information on health and safety in the workplace
www.workcover.nsw.gov.au
☎ 13 10 50

Maria’s story
Maria saw a sign in the window of a local café asking for experienced waiters and waitresses. Maria took in her resume and explained that she had worked in a café to earn some money when she was a student and she had more than six months of experience working as a waitress.

Alex, the owner, said he would give her a week’s trial starting the following Monday. She would need to be there from 6.00 pm until 10.00 pm each night. Alex explained that the trial work would give him a chance to see how well she worked as a waitress.

Maria did the work trial and was happy with how things went. Alex called Maria over at the end of the Friday shift and said he was sorry but he couldn’t offer her any more work as she was too slow serving the customers.

Maria said that she was disappointed by his decision but she was happy to have earned some money. Alex told her that as this had been a work trial she wouldn’t be paid.

This is illegal! Alex can ask Maria to do a work trial but she must get paid for all the hours that she worked during the trial period.
ATTACHMENT 5 – INFORMATION FOR INTERNATIONAL STUDENTS  
(extract from DEC document)

Australia's laws promote quality education and consumer protection for overseas students.
These laws are known as the ESOS framework and they include the Education Services for
Overseas Students (ESOS) Act 2000 and the National Code 2007. For a summary of the
ESOS framework see: www.aei.deewr.gov.au/esos

For information about student visa requirements refer to the Department of Immigration and
Citizenship (DIAC) website: www.immi.gov.au/students

Contact the International Student Coordinator at your school if you have any concerns or
questions about your school, personal issues or other problems. The Coordinator will assist
you or refer you to the appropriate staff member.

The following regulations apply to your studies at a NSW government school:

Attendance and course requirements

➢ You must attend a minimum of 80% of all scheduled classes. If you do not meet
attendance requirements you may be reported to DIAC, unless there are
compassionate or compelling circumstances (guidelines are provided below).
➢ You must provide a doctor's certificate for any absences of 3 days or more. The doctor
must be a registered medical practitioner. If you are absent for 1 or 2 days, a letter of
explanation must be provided by your guardian or if you are over 18 years, you can
provide your own written explanation.
➢ You must meet course progress requirements. Your school will provide you with
information about course requirements as outlined by the Board of Studies. Further
information about course requirements is available at www.boardofstudies.nsw.edu.au

Accommodation and welfare arrangements

➢ If you are under 18 years, you must maintain your approved accommodation,
support and welfare arrangements. If these arrangements are approved by the NSW
Department of Education and Communities, you must not change those arrangements
without prior written approval. Requests to change the arrangements must be made in
writing to DEC International and signed by your parents.
➢ If you want to change your homestay, you should contact the International Student
Coordinator at your school.
➢ NSW Department of Education and Training recommends that students over 18 years
old continue to live with relatives or homestay families. Changes to accommodation
should be within reasonable travelling distance to your school.
➢ Your parent or relative (approved guardian) must notify your school of your residential
address within 7 days of arriving in Australia and notify any changes of address and
contact details within 7 days. Students over 18 years who change address must also
notify their school within 7 days.

Conditions of enrolment

➢ You must adhere to school rules and the terms and conditions of enrolment as stated
on the international student application form. You will receive information about school
rules and expected behaviour at orientation.
➢ Your school may suspend or cancel your enrolment on grounds of misbehaviour. For
further information about student behaviour and suspension and expulsion of students,
refer to the international student coordinator at your school.
➢ Travel during school holidays, other than returning to your home country, is only
permitted if you are travelling with your guardian or relatives or on an approved school
excursion. Written permission from your parents is required.
➢ If you want to transfer to another government school you must provide a written
request to your school signed by your parents or guardian.
If you want to change provider you must provide a written request to your school signed by your parents. For further information concerning visa regulations about change of provider refer to the DIAC website and the coordinator at your school.

Taking leave

- If you are going to be absent for a week or more during school term, your parents must request approval from the principal. You must not defer your start date or take extended leave without the principal’s permission. Approval is only granted on compelling or compassionate grounds (guidelines below).

Complaints and Appeals

- NSW Department of Education and Communities has a complaints and appeals process. If you wish to make a complaint or appeal a decision made concerning your enrolment, course progress or other decision, you should contact the international student coordinator at your school who will explain the process.

Work

- To work part time you must have been enrolled for at least six months in your current school, have a satisfactory attendance record and provide your school with a letter of consent from your parents before beginning part-time work with a satisfactory attendance record before being approved for part time work.
- Any part-time work during school term must not interfere with your school studies and must not exceed 40 hours per fortnight. You should not work more than 10 hours per week in school terms as any more hours may impact on your learning.

Guidelines for compassionate or compelling circumstances

Leave approved on grounds of compelling or compassionate circumstances is not counted in attendance records. Compelling or compelling circumstances are generally those beyond your control and which have an impact upon your course progress or wellbeing. These could include, but not limited to:

- illness, where a medical certificate states that you are unable to attend classes or
- bereavement of close family members such as parents or grandparents (where possible a death certificate or other evidence should be provided either prior to departure or on return) or
- major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on your studies or
- a traumatic experience which could include, but is not limited to:
  - involvement in, or witnessing of an accident
  - witnessing or being the victim of crime
  - and this has impacted on you (these cases should be supported by police or psychologists’ reports or advice)
- inability to begin studying on the course commencement date due to delay in receiving a student visa

Eligibility and procedures for enrolment of international students in NSW government schools
General School Contributions – 2015

Dear Parent/Guardian,

With the agreement of this school’s community, general school contributions are sought from parents and guardians. Funds raised through this contribution are used to supplement educational resources and programs in our school.

Our school would welcome your contribution as this will significantly enhance the resources made available to students. I would also appreciate that contributions be paid using eftpos or credit card facilities to limit the amount of cash handled by the school. Credit card payments may be made in person, over the phone or online via the school’s website.

Details of our General School Contribution for this year and how they are expended are set out below.

The General School Contribution for 2015 for Year 7 has been set at $85.00
Year 8 $90.00
Years 9 and 10 $100.00
Years 11 and 12 $115.00

Expended on:
• The purchase of books for class use
• Library resources (books, magazines, DVDs, ‘Clickview’)
• The upgrading of technology equipment (video recorders, cameras, editing equipment, computers – library and classrooms, data projectors, DVD players, sound equipment, smartboards)
• Enhancing sport opportunities (equipment, uniforms, competition entrance costs, ground hire, knockout competitions etc.)
• Purchase and maintenance of music equipment, music scores etc.
• The maintenance of high standard learning environments (eg. kitchens, computer rooms, textile rooms, science laboratories, human performance laboratory, art rooms, photography laboratory, ceramics rooms, performing arts areas, connected classrooms)
• The production of suitable teaching/learning materials which cater for the girls’ individual differences and different learning styles
• Furniture for computer learning areas, classrooms and outdoor areas, hall
• Student diaries, newsletters, options booklets, student handbooks etc. (please note there is an additional $10 subsidy for the diary)
• Attendance system

Finally, while I take the opportunity to stress the importance of your contribution in the context of our school’s overall finances, I assure all parents that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution.

Should you wish to discuss difficulties in paying any of the costs or General School Contribution, please contact the Head Teacher, Welfare on 9747 3355. Please note payments may also be made in instalments throughout the year.

Yours sincerely

Mia Kumar
Principal

Burwood Girls High School
Centre of Excellence

Queen Street
Croydon NSW 2132
P +61 2 9747 3355
F +61 2 9744 2797
burwoodg-h.school@det.nsw.edu.au
http://web3.burwoodg-h.schools.nsw.edu.au

Subject Contributions, however, cover subject costs incurred by your daughter, and must be paid if your daughter has chosen a particular elective. Again, arrangements can be made to pay these costs in instalments.

Yours sincerely

Mia Kumar
Principal
<table>
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<th>General School Contribution</th>
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<th>Your Calculations</th>
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<td>046-001</td>
<td>The General School contribution includes:</td>
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<td></td>
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<tr>
<td></td>
<td>• Textbooks, photocopy paper, school calendar, school reports, equipment, library, Clickview, Attendance System</td>
<td>85.00</td>
<td>or 65.00</td>
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<td>OR</td>
<td>“Early Bird” $20 Deduction for full payment by 27/3/15</td>
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<tr>
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<td>• Technology (TAS): includes a $15 sewing kit</td>
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<td>043-013</td>
<td>• Music</td>
<td>20.00</td>
</tr>
<tr>
<td>043-006</td>
<td>• Visual Arts</td>
<td>35.00</td>
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<tr>
<td>044-408</td>
<td>• English Theatre Experience</td>
<td>15.00</td>
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<tr>
<td>051-634</td>
<td>• School Diary Subsidy</td>
<td>10.00</td>
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<tr>
<td>044-469</td>
<td>• Yr.7 Camp – Term 1 (A deposit of $100 is required to secure a place at camp, preferably paid by 17 December 2014.)</td>
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<td>052-007</td>
<td>• Sport Administration/Carnivals levy</td>
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<tr>
<td>051-632</td>
<td>• Mathematics Software Program</td>
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<tr>
<td>053-009</td>
<td>• Technology (whole school usage) fee</td>
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<td>090-463</td>
<td>• Parents &amp; Citizens Assoc. contribution (per family/per year)</td>
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<tr>
<td></td>
<td>Amount: $25 $50 $75 $100 Other: $</td>
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A school badge is available to purchase at the front office for $3.50. Total =

**Payment methods:** In person: Cash, cheque, money order, Visa/Mastercard, EFTPOS. Please make cheques/money orders payable to ‘Burwood Girls High School’. For your convenience Visa/Mastercard payments may also be made over the phone (9747 3355 Ext.114) or online via the school’s website: [http://web3.burwoodg-h.schools.nsw.edu.au/parent-online-payment](http://web3.burwoodg-h.schools.nsw.edu.au/parent-online-payment)

(If you wish to pay in person by credit card but do not have time to wait, complete the section below and leave it with the office staff for processing later in the day. Receipts may be collected at the office after processing.)

**STUDENT’S NAME:** ____________________________________________________________  YEAR 7

**PAYMENT DETAILS:** (Please tick one box)

- [ ] I enclose a cheque/money order for $__________made payable to Burwood Girls High School

OR

- [ ] Please debit my credit card for $__________ (please tick one box below)


Visa

Mastercard

Card Number: ___________ ___________ ___________ ___________ Expiry Date: _______/_______

Signature: ________________________________________________  CCV number: _____ _____ _____

(last three digits on back of card)
BURWOOD GIRLS HIGH SCHOOL - SCHEDULE OF CONTRIBUTIONS 2015

YEARS 8 – 10

STUDENT: __________________________________________ YEAR: ______

(First name) (Family name)

General Service Contribution

The General Service contribution includes:
- Textbooks, photocopy paper, school calendar, school reports, equipment, library, Clickview, Attendance System

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<th>YEAR 9</th>
<th>YEAR 10</th>
<th>Your Calculations</th>
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<td>052-007</td>
<td>Sport Administration/Carnivals fee</td>
<td>20.00</td>
<td>20.00</td>
<td>20.00</td>
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<td>051-634</td>
<td>School Diary subsidy</td>
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OR "Early Bird" $20 Deduction for full payment by 27/3/15

Total = 70.00 or 80.00 or 100.00

Mandatory Subject Fees (only pay for subjects studied by your daughter)

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<td>043-021</td>
<td>Dance</td>
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<tr>
<td>043-022</td>
<td>Dance - Uniform (compulsory – purchased once)</td>
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<tr>
<td>043-005</td>
<td>Design &amp; Technology (Yr.9&amp;10)</td>
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<td>043-018</td>
<td>Drama</td>
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<td>043-025</td>
<td>Engineering Challenges</td>
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<td>044-468</td>
<td>English – Theatre Experience</td>
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<td>043-004</td>
<td>Food Technology (Option 1)</td>
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<td>043-023</td>
<td>Food Technology Yr.9/Hospitality Yr.10 (Option 2)</td>
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<td>043-015</td>
<td>Information &amp; Software Technology</td>
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<td>043-013</td>
<td>Music (Elective)</td>
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<td>043-012</td>
<td>Photographic &amp; Digital Media</td>
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<td>044-465</td>
<td>Physical Activity &amp; Sports Studies (Yr.9 only)</td>
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<td>TAS – Technology (Yr.8 Mandatory)</td>
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<td>043-002</td>
<td>Textile Technology</td>
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<tr>
<td>043-006</td>
<td>Visual Arts – Yr. 8</td>
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<tr>
<td>043-007</td>
<td>Visual Arts – Yrs. 9 &amp; 10</td>
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<td>043-009</td>
<td>Visual Design – Yrs. 9 &amp; 10</td>
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<td>051-631</td>
<td>LOTE: Chinese Beginners Workbook</td>
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<td>LOTE: French Workbook (Yrs.8 &amp; 9)</td>
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<td>LOTE: French Magazine (optional Yrs.9 &amp;10)</td>
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<td>LOTE: Italian Workbook</td>
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<td>LOTE: Japanese Workbook</td>
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<td>051-632</td>
<td>Mathematics Program (optional)</td>
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LOTE:
- Chinese Beginners Workbook - 25.00
- French Workbook (Yrs.8 & 9) - 32.00
- French Magazine (optional Yrs.9 &10) - 16.00
- Indonesian Workbook - 23.00
- Italian Workbook - 20.00
- Japanese Workbook - 30.00
- Mathematics Program (optional) - 30.00

NB: OTEN (Open High School) subjects are available; please see the LOTE (Languages Other Than English) Faculty.

Optional

<table>
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<tr>
<td>090-463</td>
<td>Parents &amp; Citizens Assoc. contribution (per family/per year)</td>
</tr>
</tbody>
</table>

Card Number: _________ _________ _________ _________       Expiry Date: _______/_______

Payment: Cash, cheque, money order, Visa / Mastercard, EFTPOS. Make cheques payable to ‘Burwood Girls High School’. Credit card payments may be made online or by phone (9747 3355 Ext.114).

Total = $______

PAYMENT DETAILS: (Please tick one box)

☐ I enclose a cheque/money order for $______________ made payable to Burwood Girls High School

OR

☐ Please debit my credit card for $______________ (please circle one) Visa / Mastercard

Card Number: _________ _________ _________ _________       Expiry Date: _______/_______

-55-
## BURWOOD GIRLS HIGH SCHOOL - SCHEDULE OF CONTRIBUTIONS 2015
### YEARS 11 & 12

<table>
<thead>
<tr>
<th>General Service Contribution</th>
<th>YEAR 11 (046-005)</th>
<th>YEAR 12 (046-006)</th>
<th>Your Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The General Service contribution includes: Textbooks, photocopy paper, school calendar, school reports, equipment, library, Clickview, Attendance System</td>
<td>$115.00 or</td>
<td>$115.00 or</td>
<td></td>
</tr>
</tbody>
</table>

OR **“Early Bird” $20 Deduction for full payment by 27/3/15**

<table>
<thead>
<tr>
<th>Code</th>
<th>Mandatory Fees</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>053-009</td>
<td>Technology fee (whole school usage)</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>052-007</td>
<td>Sport Administration/Carnivals fee</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>051-634</td>
<td>School Diary Subsidy</td>
<td>10.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

### Mandatory Subject Costs
(These costs cover consumables in the subject and must be paid if elective is chosen. At times, students may not be able to continue in these subjects, if costs incurred are not paid.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>043-021</td>
<td>Dance</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>043-022</td>
<td>Dance - Uniform (compulsory – purchased once)</td>
<td>60.00</td>
<td>60.00</td>
</tr>
<tr>
<td>043-005</td>
<td>Design &amp; Technology (not including project materials)</td>
<td>60.00</td>
<td>60.00</td>
</tr>
<tr>
<td>043-018</td>
<td>Drama</td>
<td>40.00</td>
<td>45.00</td>
</tr>
<tr>
<td>043-028</td>
<td>English Advanced</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>043-029</td>
<td>English Standard</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>043-030</td>
<td>English Studies</td>
<td>20.00</td>
<td>20.00</td>
</tr>
<tr>
<td>043-027</td>
<td>Entertainment Industry (VET)</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>043-020</td>
<td>Exploring Early Childhood</td>
<td>30.00</td>
<td>25.00</td>
</tr>
<tr>
<td>043-004</td>
<td>Food Technology</td>
<td>60.00</td>
<td>60.00</td>
</tr>
<tr>
<td>043-003</td>
<td>Hospitality Food &amp; Beverage (VET)</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>043-003</td>
<td>Hospitality Kitchen Operations &amp; Cookery (VET)</td>
<td>120.00</td>
<td>120.00</td>
</tr>
<tr>
<td>043-024</td>
<td>Hospitality Kitchen Operations &amp; Cookery (VET) – Toolkit Hire (non-refundable, paid once)</td>
<td>60.00</td>
<td>--</td>
</tr>
<tr>
<td>043-017</td>
<td>Information Processes &amp; Technology</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>051-631</td>
<td>LOTE: Italian Beginners Workbook</td>
<td>30.00</td>
<td>No fee</td>
</tr>
<tr>
<td>051-631</td>
<td>LOTE: Italian Continuers Workbook</td>
<td>35.00</td>
<td>No fee</td>
</tr>
<tr>
<td>051-631</td>
<td>LOTE: French Beginners Workbook</td>
<td>32.00</td>
<td>No fee</td>
</tr>
<tr>
<td>051-631</td>
<td>LOTE: French Continuers Workbook</td>
<td>30.00</td>
<td>No fee</td>
</tr>
<tr>
<td>051-630</td>
<td>LOTE: Japanese Beginners Workbook</td>
<td>35.00</td>
<td>No fee</td>
</tr>
<tr>
<td>051-630</td>
<td>LOTE: Japanese Continuers Workbook</td>
<td>32.00</td>
<td>32.00</td>
</tr>
<tr>
<td>043-014</td>
<td>Music Senior Elective</td>
<td>40.00</td>
<td>40.00</td>
</tr>
<tr>
<td>043-011</td>
<td>Photography, Video &amp; Digital Imaging</td>
<td>70.00</td>
<td>70.00</td>
</tr>
<tr>
<td>043-019</td>
<td>Software Design &amp; Development</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>043-002</td>
<td>Textiles and Design (not including project materials)</td>
<td>55.00</td>
<td>40.00</td>
</tr>
<tr>
<td>043-008</td>
<td>Visual Arts</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>043-009</td>
<td>Visual Design</td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>044-414</td>
<td>Geography/Biology ecosystem excursion (Term 2)</td>
<td>22.00</td>
<td>--</td>
</tr>
<tr>
<td>043-026</td>
<td>Chemistry Levy</td>
<td>10.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

NB: OTEN (Open High School) subjects are available; please see the Languages Faculty.

### Optional

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>090-463</td>
<td>Parents &amp; Citizens Assoc. contribution (per family/per year)</td>
<td>$25</td>
<td>$50</td>
</tr>
</tbody>
</table>

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### PAYMENT DETAILS:
( Please tick one box )

- [ ] I enclose a cheque/money order for $_________ made payable to Burwood Girls High School
- [ ] Please debit my credit card for $_________ (please circle one) Visa / Mastercard

Card Number: ________________________________
Expire Date: __________/
Signature: ________________________________
CCV no.: _____ _____ (last 3 digits on back of card)

Total =