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

2. **What happens in roll call?**
   Roll call is taken, important messages are given and any letters/notices handed out. Roll call starts promptly at 8:45 am each day. Please make sure students arrive on time.

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

4. **What if my daughter feels unwell at school?**
   If your daughter feels unwell before school please do not send her to school as we do not have the staff or facilities to look after her all day. If she begins to feel unwell during class she must tell her teacher who will write a note for her to go to the front office, for evaluation by the first aid officer. If our first aid officer believes your daughter should go home, the office staff will ring you to collect your daughter from the school. We will not allow a junior student to go home by herself. Parents are asked to please keep home, work and mobile phone numbers up to date with the school, including those of emergency contacts.

Students are advised to carry with them at all times their own sanitary hygiene products and paracetamol type products. Sanitary hygiene products are available if needed from the front office. The school is not able to give your daughter any medication.

5. **What if my daughter is late to school?**
   If your daughter is late she will use her ID card issued by the school to ‘swipe in’ at the front office. Parents will receive an SMS to advise of late arrival, unless student hands in a note from parent explaining lateness while swiping in.

6. **What if I know my daughter needs to leave early (for example, for a doctor’s appointment)?**
   The student needs to bring a note from home detailing (1) **student’s name and year**, (2) **date** of leave, (3) **why** she needs to leave early and (4) **the time she needs to leave** (NOT the time of the appointment). The note must be placed in the ‘Early Leavers’ box at the front office **BEFORE SCHOOL**. Then the Deputy Principal will approve the leave. Your daughter must go to the office at the time she needs to leave and collect her leave pass before exiting the school.

Parents are asked to arrange appointments outside of school hours wherever possible.

7. **What if my daughter needs to leave early unexpectedly?**
   If a situation arises during the day that parents need their daughter to leave early, please send an email to the school as soon as possible with the details outlined in (6). Email address burwoodg-h.school@det.nsw.edu.au

8. **How will I know how my daughter is performing in all her subjects?**
   Twice a year, at the end of each semester, you will receive a written report for each subject, indicating her achievements of outcomes and a comment from each of her teachers.
9. **Whom do I contact if I have any concerns or issues?**
   If you are concerned regarding your daughter’s progress and/or wellbeing, please contact the Year Adviser. If your concerns are curriculum based contact the school and ask for the Head Teacher of the faculty (see page 2 of Student Diary).

10. **What is a Blue or Gold Award?**
    A Blue or Gold Award is a school-based award that recognises the effort that your daughter puts into her learning regardless of her academic achievement. If she receives ‘5’ for effort in all her subjects in her semester report, she will get a GOLD Award. If all her effort grades are ‘5’ except for one subject where she gets a ‘4’ for effort, she will receive a BLUE Award.

11. **How will teachers reward my daughter if she does well in class?**
    Teachers award merit certificates (electronically via the *Sentral* program) to students who demonstrate high quality work or who make a good effort in class. Merit awards accumulate over the entire duration of the student’s enrolment and may result in ‘higher’ awards.

12. **What are the opening times of the library and what resources are available?**
    Our Library is open from 8am until 4pm each day. It is open each recess and lunch, except Friday recess. Students can borrow resources for two weeks, up to 4 fiction and 6 non-fiction items at any one time. Our library has a focus on providing the latest and most interesting fiction books available. We also have an extensive range of resources, including non-fiction books, magazines, computers, printers and electronic media. The teacher librarian is also available to help students find the best resources available either in the library or on the internet.

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

14. **If I want my daughter to go on holiday during term time what should I do?**
    You should write a note to the Principal requesting permission for leave. If the leave is longer than 5 school days you will be asked to complete an ‘extended leave’ form (available on the school website or from reception at the front office). You will be asked to provide proof of travel e.g. flight bookings, itinerary. If your daughter is an International Student the rules regarding attendance are very strict, so please check with the school prior to booking flights.

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

All current information is available on the school’s website: [http://web3.burwoodq-h.scools.nsw.edu.au](http://web3.burwoodq-h.scools.nsw.edu.au)

Telephone enquiries: (02) 9747 3355.
Fax: (02) 9744 2797