# Contents

**Introduction**
- Message from the Principal ................................................................. 4
- Executive and other Officers ................................................................. 5

**General Information**
- Student Wellbeing Policy ....................................................................... 7
- Code of Conduct ......................................................................................... 8
- Types of Awards (Overview) ..................................................................... 9
- School Values ............................................................................................. 12
- Wellbeing ................................................................................................... 12
  - Year Advisers ......................................................................................... 12
  - School Counsellor ................................................................................... 12
  - Classroom Teachers ................................................................................ 12
  - Anti-Bullying Policy ................................................................................ 13
  - “Big Sister” Program ............................................................................. 13
- Co-Curricular .............................................................................................. 14
- School Facilities ........................................................................................ 15
  - Main Office ............................................................................................. 15
  - School Newsletter ‘Event’ ...................................................................... 15
  - Lockers .................................................................................................. 15
  - School Library (Learning Centre) .......................................................... 15
  - Lost Property ........................................................................................ 16
  - First Aid/Sick Bay ................................................................................... 16
  - Canteen ................................................................................................ 16
- Bring Your Own Device (BYOD) .............................................................. 17
- Homework .................................................................................................. 20
- Roll Call .................................................................................................... 20
- School Diary ............................................................................................... 20
- Sport ........................................................................................................... 21
- Sports Houses ............................................................................................ 23
- Field Study Days and Excursions ............................................................... 24
- Special Religious Education (SRE) ............................................................ 24
- Student Representative Council (SRC) ..................................................... 23
- Mobile Phones Policy ................................................................................ 25
- General Timetable ..................................................................................... 25
- Bell Times ................................................................................................ 26
Concession Cards and School ID Cards ................................................. 26
School Buses/Trains, Transport Passes/School Opal Cards .................. 26
Basic Street Safety - Stranger Danger .................................................... 28
Afternoon Exits .................................................................................. 28
Safety Crossing ................................................................................... 28
Driving to School ............................................................................... 28

Information for Parents and Carers
Attendance – DoE Policy ..................................................................... 30
Attendance Procedures at BGHS ......................................................... 30
Absentee Note (example) .................................................................... 30
Punctuality .......................................................................................... 31
Early Leavers ...................................................................................... 31
Truancy ............................................................................................... 31
Religious Leave .................................................................................. 31
Extended Leave .................................................................................. 31
Using Swipe Attendance System ......................................................... 32
Change of Details (Address/Phone/Email etc) .................................... 35
Interviews and Visits .......................................................................... 35
Text Books .......................................................................................... 35
Reports ............................................................................................... 35
School Council ................................................................................... 35
Parents & Citizens Association (P&C) .................................................. 36
Uniform Policy, Acceptable Shoes, Uniform Description ..................... 37
Purchasing Uniforms .......................................................................... 41

Information for Juniors/Middle School
Years 7 – 9 Student Advisers ............................................................... 42
Year 7 Class Names ............................................................................ 43
Self-Development Days ....................................................................... 45
School to Work Planning Program – Years 9 and 10 ......................... 45
Gifted and Talented Program – Years 7 and 8 ................................. 46
Years 7, 8, 9, 10 Curriculum ............................................................... 47

Information for Seniors
Years 10 – 12 Student Advisers .......................................................... 48
Disabilities Provisions ........................................................................ 49
Careers/Transition Adviser ................................................................. 49
Board of Studies Examination Terminology ...................................... 50
Years 11 and 12 Curriculum ............................................................... 51

Schedule of Contributions for 2017, Years 7-12 ................................. 52
Map of School .................................................................................... 56
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

2017 School Leaders: Nadia Homem, Hannah Leahy Gatfield, Victoria Lekkas
EXECUTIVE AND OTHER OFFICERS

PRINCIPAL ........................................ Mia Kumar

DEPUTY PRINCIPAL (10 – 12) ........... Janina Longman

DEPUTY PRINCIPAL (7 – 9) .......... Karyn O’Brien

HEAD TEACHERS
Administration .................................. Vaughan Morrison
Creative Arts .................................. Amy Yongsiri
English and Drama .......................... Pauline Hageman
HSIE .......................................... Patrice Simpson
Languages .................................. Edward Kent
Mathematics .................................. Gavin Parker
PDHPE and Dance .......................... Melissa Caltabiano
Science .................................. John van Leeuwen
Secondary Studies .......................... Julia Alvarado
TAS ........................................... Rosemary Patonay
Teaching and Learning .................. Kathy Lye
Technology Innovations .............. Fiona Diakos
Wellbeing .................................. Voulla Kalogeropoulos

STUDENT ADVISERS
Year 7 .............................................. Daniel Whittemore
Year 8 ............................................. Renee Lindsay
Year 9 ............................................. Erin Dib
Year 10 .......................................... Heather Oh
Year 11 ............................................ Janelle Gianotti
Year 12 ........................................... Olga Dalageorgos
International Students .................... Janice Raynor

ASSISTANT STUDENT ADVISERS
Year 7 .............................................. Trish Coulson
Year 8 ............................................. TBA
Year 9 ............................................. Matthew Chalmers
Year 10 .......................................... Francine Thanos
Year 11 ............................................ Lauren Dwyer
Year 12 .......................................... Jenny Konstan

OTHER OFFICERS
Careers/Transition Adviser ............. John Hegedus
Carnivals Coordinator .................. Janelle Gianotti
Charities Coordinator ................. Janice Raynor
Counsellor ..................................... Marja Boddeus
Director of Ensemble Program ........ Genevieve Campbell
Enrolments/First Aid (office) ....... Meni Theodoropoulos
Grade Sport Coordinator ............. Janelle Gianotti
International Students Coordinator .. Julia Alvarado
Office Manager ............................... Bronwyn Hatzis
Prefects Coordinator .................. Matthew Chalmers
Recreational Sport Coordinator ........ Olga Dalageorgos
SRC Coordinator ......................... Patrice Simpson
Teacher-Librarian ....................... Maria Sander Burns
GENERAL INFORMATION
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
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.
<table>
<thead>
<tr>
<th>FOCUS OF AWARD</th>
<th>TYPE OF AWARD</th>
<th>PRESENTED FOR</th>
<th>PRESENTATION EVENT</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERIT</td>
<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>7-12</td>
</tr>
<tr>
<td></td>
<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></td>
<td>Learning Award</td>
<td>• Presented to students who have received 5 learning merit certificates.</td>
<td>Year Recognition Assemblies and Year Assemblies</td>
<td>7-12</td>
</tr>
<tr>
<td></td>
<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>Year Recognition Assemblies and Year Assemblies</td>
<td>7-12</td>
</tr>
<tr>
<td></td>
<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>
</tr>
<tr>
<td></td>
<td>Year Adviser’s NFOA Award</td>
<td>• Presented to students who have received 5 ‘Not for ourselves alone’ merit certificates.</td>
<td>Year Recognition Assemblies and Year Assemblies</td>
<td>7-12</td>
</tr>
<tr>
<td></td>
<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>EFFORT</td>
<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>Year Recognition Assemblies (Semester 1 and Semester 2)</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Principal’s Blue &amp; Gold 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>
</tbody>
</table>


<table>
<thead>
<tr>
<th>FOCUS OF AWARD</th>
<th>TYPE OF AWARD</th>
<th>PRESENTED FOR</th>
<th>PRESENTATION EVENT</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT LEADERSHIP</td>
<td>Principal's Leadership Award</td>
<td>• Presented to the three school captains, and outstanding SRC students if appropriate.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Cliff Goodchild Music Award for Composition</td>
<td>• For Music Composition (Year 11 or 12)</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Australian Defence Force Long Tan Leadership &amp; Teamwork Award</td>
<td>• Awarded to students from Year 10 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>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Special Leadership Recognition</td>
<td>• Awarded to Year 7-11 students with special leadership responsibilities, eg Big Sisters, SRC, Prefects, Sports Captains, special groups</td>
<td>Year Recognition Assemblies (Semester 1 and Semester 2)</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Year 12 Prefects</td>
<td></td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>ACADEMIC EXCELLENCE</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>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Year 11 &amp; 12 Merit</td>
<td>• Awarded by faculties to deserving students in each course in Years 11 and 12, eg if there are five classes in one course, one Academic Excellence and up to four Merits may be awarded. There are no Merits for Year 11 and 12 courses with only one class.</td>
<td>Presentation Day</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>SPORT</td>
<td>Sport Merit Award</td>
<td>• Grade team representation</td>
<td>School assemblies/ Year Recognition Assemblies</td>
<td>8-11</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>
<td>12</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>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Outstanding Achievement in Sport</td>
<td>• Outstanding achievement in sport: o CHS representatives o State representatives o National representatives</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 12 Graduation</td>
<td>12</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>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td>SPECIAL AWARDS</td>
<td>Pierre de Coubertin</td>
<td>• Presented to a student who exemplifies Olympic principles</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Alan Waddington Prize for Social Justice</td>
<td>• Presented to a student who shows exceptional interest and concern for social justice issues. Nominated by the HSIE faculty.</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Anne Beams Writer of the Year (Yr.12)</td>
<td>• Presented to a student who shows exceptional skills in writing. Nominated by the English faculty.</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>
<td>YEAR</td>
</tr>
<tr>
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<tr>
<td></td>
<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></td>
<td>Dianne Nicol Prize for Science</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></td>
<td>Drama Award (Year 12)</td>
<td>• Presented to a student who has demonstrated excellent achievement in Drama performance. Nominated by the English faculty.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Elaine Peterson Prize for Achievement in Music</td>
<td>• Presented to a student who has demonstrated excellent achievement in Music. Nominated by the Music faculty. (Usually Year 12.)</td>
<td>Presentation Day</td>
<td>10-11</td>
</tr>
<tr>
<td></td>
<td>Harbour Music Prize for Music Composition</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></td>
<td>Isla Wilson Prize for English</td>
<td>• Presented for achievement in English. Nominated by the English faculty.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Janet Cockell Memorial Award for Commitment to Education</td>
<td>• Presented to a student who has demonstrated an outstanding commitment to their education. (Usually Year 12.)</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Margaret West Prize for Proficiency in Ancient, Modern &amp; Extension History</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></td>
<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 (Year 11 &amp; 12).</td>
<td>Presentation Day</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Award for Outstanding Contribution to the Ensemble Program</td>
<td>• For BEP, Year 12 only.</td>
<td>Year 12 Graduation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>P&amp;C Award for Leadership in the Ensemble Program</td>
<td>• For BEP, Year 11 or 12 only. Usually Year 12.</td>
<td>Presentation Day</td>
<td>7-11</td>
</tr>
<tr>
<td></td>
<td>Yr.11 VET Work Placement Prize</td>
<td>• Provided by VET.</td>
<td>Presentation Day</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>UWS Outstanding Year 11 Award</td>
<td>• UWS description: Recognition of academic excellence, leadership and commitment to community. Nominated by Executive.</td>
<td>Presentation Day</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Sydney University Yr.10 Academic Excellence</td>
<td>• Outstanding Year 10 student.</td>
<td>Presentation Day</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Sydney University Business School Awards</td>
<td>• Outstanding students in Year 10 Commerce, Year 11 Economics and Year 11 Business Studies</td>
<td>Presentation Day</td>
<td>10, 11</td>
</tr>
</tbody>
</table>
SCHOOL VALUES

Our school community believes the following values are important in developing strong global citizens and underpins all that we do at BGHS.

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

WELLBEING

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 wellbeing 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.

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

SCHOOL COUNSELLOR

The Counsellor is available for five 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

Burwood GHS rejects all forms of bullying. All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

All members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

Bullying behaviour can be:
- **verbal** eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- **physical** eg hitting, punching, kicking, scratching, tripping, spitting
- **social** eg ignoring, excluding, ostracising, alienating, making inappropriate gestures
- **psychological** eg spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones
- **cyberbullying** eg sending hateful or threatening comments through social media

**Students** have a responsibility to:
- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens
- follow the school Anti-bullying Plan
- behave as responsible bystanders
- report incidents of bullying according to their school Anti-bullying Plan.

**All members of the school community** have a responsibility to:
- model and promote positive relationships that respect and accept individual differences and diversity within the school community
- support the school’s Anti-bullying Plan through words and actions
- work collaboratively with the school to resolve incidents of bullying when they occur.

BIG SISTERS PROGRAM

The first phase of the Burwood GHS Big Sisters Program aims to ensure the transition into high school is a smooth and enjoyable process for students commencing Year 7. It provides leadership opportunity for Year 10 students entering the next phase of their schooling as senior students. For example, they assist during Year 7 Orientation Day, Meet the Parents BBQ, Year 7 Camp, Year 7 Disco, Year 7 Celebration of Learning, etc.

The second phase of the program ensures that wellbeing and leadership initiatives are extended to Year 8 and Year 11. The core groups remain the same and activities continue to focus on building resilience and managing schooling and personal lives. Year 11 students are invited to the Year 8 Camp, Year 8 Disco and continue fostering relationships.

As a leader and mentor in the Big Sister Program, the school expects you to take on the following responsibilities:
- Uphold our school motto – “Not for Ourselves Alone”
- Conduct yourself according to school rules. This includes wearing perfect uniform and behaving appropriately in class and in the playground.
- Demonstrate a commitment to developing leadership skills by showing continual mentorship throughout 2017 and 2018.
- Show commitment to your own learning by catching up on missed work.
- Be proactive and involved in all scheduled Big Sister activities as well as school events.
- Attend all scheduled Big Sisters meetings and collect equipment to run sessions.
- Work with your assigned group to organise the running of each session, being aware of group dynamics and offering all members opportunities to lead.
- Be a good listener and show genuine care for others.
- Communicate well with younger students and relay any concerns or disclosures to teachers – Big Sister Coordinators, Head Teacher Wellbeing or Year Advisers.

**CO-CURRICULAR ACTIVITIES**

Burwood Girls High School offers a range of co-curricular groups for the students to participate in. Some of these groups assist them to hone their talents such as the Band or Dance Program. Others such as the Prefects and SRC give opportunities to develop leadership skills. The Creative Club, Tiddas and Environment Committee give space for students to socialise and follow their passions.

We encourage all students at Burwood Girls to become involved in one (or more!) programs to explore their potential and develop soft-skills, such as communication and team-working, which complement the academic skills learnt in the classroom.

- Band program - BEP (Burwood Ensemble Program) (with many groups)
- Creative Club
- Dance Program (with many groups)
- Debating
- Duke of Edinburgh’s Award
- Environment Committee
- Gifted and Talented Program
- International Day Performances
- Jersey Committee
- Knockout Sports
- Overseas Study Tours
- Prefects
- Public Speaking
- Run Club
- Student Representative Council
- Theatresports
- Tiddas
- True Colours
- Year Book Committee
- Formal Committee
- and others...

**Year 7 Gifted and Talented Launch**

**International students raising money for CanTeen’s Bandanna Day**
SCHOOL FACILITIES AND ADMINISTRATION PROCEDURES

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: www.burwoodg-h.schools.nsw.edu.au

Office Hours
Students: the office hours are:
  • Before school: 8:00 am to 8:45 am (payments: 8:30-8:45 am)
  • Recess and lunch.

No payments will be taken during class time. The office is closed on Fridays at recess for a staff meeting, once a month for bank reconciliations and other times as notified. No payments are taken on the last day of each term.

Parents: Payments can be made any time between 8:30 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, transport passes
Window 1 - Late notes, absentee notes, ‘early leavers’ passes, uniform passes, student swipe out, school ID cards
  - Enrolment enquiries, first aid
Window 2 - Payments, concession cards

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

SCHOOL NEWSLETTER

The school newsletter, called Event, is published online usually 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.

LOCKERS

Student lockers are organised through the front office, at payments window. A $40 fee is charged each year for lockers. Students must provide their own lock and key.

SCHOOL LIBRARY (LEARNING CENTRE)

Our library is open from 8am until 4pm each day except Wednesday and Thursdays when the library closes later in the afternoon for the Homework Centre. It is open each recess and lunch, except Friday recess. You are always welcome to use the library during these times.
Our library has a focus on providing the latest books and resources. Printing may be done in the library using payment on student card. The teacher-librarian is available to assist all students to find the most suitable resources.

**LOST PROPERTY**

Lost Property is located in the library. Students should ensure that all property, particularly clothing (and Opal card if you have one), is clearly labelled with your name. It is recommended that you do not bring large amounts of money or valuables to school.

**FIRST AID / SICK BAY**

The sick bay is located near the front office and is supervised by the First Aid Officer and the Head Teacher Wellbeing. This facility is available for emergency illness and accidents only. Do not come to school if you are sick. If you are too ill to return to class after visiting sick bay, your parents will be contacted to collect you. Students are NOT to use mobile phones to call parents. *This contact must be made by the office staff, not the students themselves.*

If you are ill or injured at school during recess or lunch, you should report the matter immediately to a teacher before going to sick bay. During lesson time you must obtain a leave pass from your teacher to allow you to go to sick bay. Please make sure we have current contact details for parents and emergency contact people.

**THE CANTEEN**

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 lunchtime. The first 10 minutes of lunch are set aside to collect lunches. Canteen menu and prices are available on our school website.
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 7 to Year 12** 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 7 – 12, and the use of a personal computing device will allow these initiatives to continue.

### Minimum Requirements for BYOD devices

**Wireless Connection**
Tablets or laptops must have this minimum wireless capability: The DoE 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 and Adobe Creative Cloud are available for DoE students to download at no cost. Details are provided when students receive their Department of Education email address and login details.
## 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 DoE 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

**12 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

<table>
<thead>
<tr>
<th>Casing:</th>
<th>Needs to be tough and sturdy. Can it be dropped without breaking?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight:</td>
<td>Is the laptop light enough for student to carry each day?</td>
</tr>
<tr>
<td>Durability:</td>
<td>Consider the overall durability of the device. Are the keys and inputs sturdy?</td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Carry Case:</th>
<th>A carry case or skin is essential in protecting your device and can provide ergonomic advantages.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance:</td>
<td>Devices can become lost or be broken easily at school. Make sure your policy covers these eventualities.</td>
</tr>
<tr>
<td>Warranty:</td>
<td>Make sure you consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.</td>
</tr>
</tbody>
</table>
### 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 – Windows 10</td>
<td>OS X 10.7 or higher</td>
<td>Windows 7 – Windows 10</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>minimum 12&quot;</td>
<td>minimum 12&quot;</td>
<td>greater than 7&quot;</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>4 GB</td>
<td>4 GB</td>
<td>4 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 (example Samsung galaxy tablets) are not recommended.
- iPads have limited use and are not recommended.
- Visit [http://burwoodgirlsbyod.weebly.com](http://burwoodgirlsbyod.weebly.com) for further information.
**HOMEWORK**

**Year 7** – Students in Year 7 are to complete homework in Maths, reading for English and vocabulary practice in Languages. Whilst there is not set homework in other subjects, students will be given assessment tasks to complete at home.

**Year 8** – Homework requirements in Year 8 will be expected to include Maths, English, Science and vocabulary in Languages. As in Year 7, students will receive assessment tasks from other subjects to demonstrate their achievement of learning outcomes.

**Year 9** – Year 9 students will be required to complete homework, as direct by their teachers, in all relevant subjects. Assessment tasks will be a key part of a teacher’s formal assessment of students.

**Assessment tasks** - 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 the 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 emergency drills and Recognition Assemblies.

**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.

*Clean Up Australia Day 2016*
Burwood Girls High School provides students many opportunities to engage in a variety of sporting competitions and fitness activities.

Carnivals
The sports in Year 7 include softball, cricket, soccer, European handball netball, volleyball, fitness, 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, Cross Country Carnival in Term 1 and an Athletics Carnival in Term 2.

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

Knockout Competitions
Throughout the year, the school competes in a variety of Knockout sporting competitions as part of the Sydney North Schools Sports Association. As the name suggests - if Burwood Girls win their round one game, they would move on to play in the next round of competition. If Burwood Girls lose their round one game, they are now ‘knocked out’ of the competition.

The sports in which we field teams are: Basketball (15s and opens), Football (opens), (opens), Netball (under 15’s and opens), Softball (opens), Touch Football (opens), Volleyball (opens) and Water Polo (under 15’s and opens).

In an ‘opens’ team, players may consist of a range of students from Years 7 to 12. In most cases, a trial is necessary to choose a Knockout team. This is communicated to the students via the daily messages and the trials occur at a designated lunchtime, before or after school by the coach.

As the competition draw is set by Sydney North Association, some of the round one game’s are at HOME venues close to Burwood Girls and other games maybe at AWAY venues. This can involve travelling long distances For example: Central Coast, Northern Beaches. The coach will organise all arrangements.

Grade and Recreational Sport
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, ball games, barefoot bowls, cardio boxing, circuit, dance ensemble, European handball, futsal development, indoor rock climbing, hip hop ensemble, Pilates, power walking, rec basketball, rec netball, RPM/cycle, run club, self-defence, table tennis, tennis and yoga.

- **GRADE sports include**: netball, basketball, European handball, soccer, volleyball, touch football, ultimate Frisbee, softball.
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 Dalageorgos 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.

Dismissal from the sporting venue: Students who wish to be dismissed from the sporting venue each Tuesday afternoon must complete an application form EACH TERM and return it to the deputy principal by no later than Week 3 of term for approval. Once approved, this will be noted on the student profile on Sentral and teachers will release students at 2:20 pm each week.

**Elite Athlete Exemption Policy**

In the event that an elite athlete is engaging in extended training and competition hours, they may be exempt from Tuesday sport. To be considered an elite athlete, a student:

- Participates in their chosen sport at a state level or higher.
- Engages in 20-30 hours of sport-specific training and/ or fitness conditioning programs.
- Receives a Pass or higher in RAD Advanced, Advanced 1 and/ or Advanced 2 classical ballet exams.
- Is contracted to the entertainment industry, such as performing in paid performances, shows, festivals and eisteddfods are compulsory and duration is extended (e.g. Dirty Dancing stage production, So You Think You Can Dance etc). Local studio entries to eisteddfods are not included.

An application for exemption must be submitted to Ms Gianotti for verification, then to Ms Kumar for final approval and must include the following relevant supportive documentation:

- A letter from parent/carer
- Examination entrance papers
- Achievement certificates
- Weekly training timetables
- Supporting letters from sport coaches/ teachers
- Eisteddfod entrance confirmation letters
- Performance/ employment contract letters
- Documentation outlining how Tuesday afternoon sport time will be used for sport-specific training or conditioning.
## SPORTS HOUSES FOR 2017

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CUMBORA (Yellow)</th>
<th>KAYEROO (Red)</th>
<th>KURRAJONG (Green)</th>
<th>YORELL (Blue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>V - Z</td>
<td>A - L</td>
<td>M - Q</td>
<td>R - T</td>
</tr>
<tr>
<td>8</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
<td>E - K</td>
</tr>
<tr>
<td>9</td>
<td>E - K</td>
<td>L - R</td>
<td>S - Z</td>
<td>A - D</td>
</tr>
<tr>
<td>10</td>
<td>A - E</td>
<td>F - K</td>
<td>L - R</td>
<td>S - Z</td>
</tr>
<tr>
<td>11</td>
<td>G - L</td>
<td>M - R</td>
<td>S - Z</td>
<td>A - F</td>
</tr>
<tr>
<td>12</td>
<td>A - F</td>
<td>G - K</td>
<td>L - Q</td>
<td>R - Z</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 last year’s swimming carnival.
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/notes for excursions must be paid for/returned by the due date. **No late payments are accepted and students who have not paid by the due date will not attend the field study or excursion.**

SPECIAL RELIGIOUS EDUCATION (SRE)

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. In 2017, we are offering 30 minute lessons in Protestant, Catholic, Greek Orthodox and Islamic faiths.

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.

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 is an integral part of our school community and plays an active role in coordinating activities. The SRC is responsible for organising many school events including assemblies and celebrations for International Women’s Day, ANZAC Day and Refugee Week. It is under SRC leadership that the students run our school’s biggest festive celebration, International Day. The SRC is also heavily involved in social justice activities, working hard to create awareness and raise funds for our Hands Across the Ocean charities. SRC members are the voice of the students. The principal and deputies value their input in school decision making. The SRC is organised according to year groups and they meet once a fortnight. On alternate weeks, “executive” members from each year group come together to share ideas and work on whole school planning. Their contributions make a significant impact in our school community.

MOBILE PHONES POLICY

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 staff 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.

GENERAL TIMETABLE

The school’s timetable operates on four period days for subjects. Sport takes place on Tuesday afternoons for Years 8-11, 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>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
</tr>
<tr>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
<td>PERIOD 1 8:55-10:10</td>
</tr>
<tr>
<td>ASSEMBLY 10:10-10:40</td>
<td>ROLL CALL 8:45-8:55</td>
<td>JNR 7-9 SRE OR STUDY GROUP (SNR RECESS) 10:10-10:40</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
</tr>
<tr>
<td>RECESS 10:10-10:30</td>
<td>ROLL CALL 8:45-8:55</td>
<td>JNR 7-9 SRE OR STUDY GROUP (SNR RECESS) 10:10-10:40</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
<td>ROLL CALL 8:45-8:55</td>
</tr>
<tr>
<td>PERIOD 2 11:00-12:10</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 11:10-12:30</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 10:30-11:50</td>
<td>PERIOD 2 10:40-11:55</td>
</tr>
<tr>
<td>PERIOD 3 12:10-1:20</td>
<td>PERIOD 3 11:50-1:10</td>
<td>LUNCH 12:30-1:00</td>
<td>PERIOD 3 11:50-1:10</td>
<td>PERIOD 3 11:50-1:10</td>
<td>PERIOD 3 11:55-1:10</td>
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<tr>
<td>LUNCH 1:20-2:00</td>
<td>LUNCH 1:10-2:00</td>
<td>PERIOD 3 YEAR 7 1:00-1:40</td>
<td>LUNCH 1:10-2:00</td>
<td>LUNCH 1:10-2:00</td>
<td>LUNCH 1:10-2:00</td>
</tr>
<tr>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 2:00-3:15</td>
<td>PERIOD 4 YEAR 7 1:40-3:00</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>

### CONCESSION CARDS (AGE 16+) AND SCHOOL ID CARDS

School ID cards are issued automatically each year, after school photo day. If a student is absent on school photo day they must inform the office to have an ID photo taken.

Concession cards (age 16+) may be used as proof of age for outside venues, buying tickets etc. See Mrs Hatzis (front office) for concession cards and queries regarding school ID cards.

### SCHOOL BUSES/TRAINS, TRANSPORT PASSES/SCHOOL OPAL 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)
INSTRUCTIONS ON APPLYING FOR A SCHOOL OPAL CARD:

For any other enquiries regarding school transport passes, please see Mrs Jones (front office).
BASIC STREET SAFETY – STRANGER DANGER

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 AND 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 – DoE SCHOOL ATTENDANCE POLICY

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 and carers are legally responsible for ensuring that their children who are enrolled at school attend regularly.

Parents and carers are required to explain their children’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.

Unexplained lateness or absence results in an SMS message being sent to a parent’s mobile phone on the day. Valid notification prevents unnecessary calls and investigations. Notes must be placed in the box at the front 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/GUARDIAN SIGNATURE: ............................................. DATE:....../....../…….. |

Give this completed note to your roll call teacher or put in box outside Window 1 of front office.
PUNCTUALITY
STUDENTS WHO ARRIVE LATE MUST REPORT TO THE FRONT OFFICE TO SIGN IN BY ‘SWIPING’ THEIR ID CARD. Punctuality in the mornings is important. 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 signed note from the parent/guardian must be brought to the school on the first day back.

EARLY LEAVERS
If you know in advance that you have to leave the school during school hours, eg to go to an appointment, you must bring a permission note from a parent/guardian and place it in the pink or blue box marked ‘Early Leavers’ at the front office **before school.** If the Deputy Principal approves your request, you must collect your early leave pass from the front office at the time you need to leave the school. This pass **must** 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 their faculty Head Teacher 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 Deputy Principal may issue a short suspension from school. The Principal will move to expel students of post-compulsory age whose attendance continues to be of concern following application of school wellbeing and discipline measures.

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 DoE form available from the front office or website. Supporting documentation is to be included (eg itinerary for air travel).
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. Important: All Year 12 students must be present for Roll Call every Monday and Wednesday.

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.

For all bus enquiries and complaints, phone 131 500 or go to http://www.transportnsw.info/en/contact-us/feedback/bus.page.

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.
CHANGE OF DETAILS (ADDRESS, PHONE, EMAIL, ETC)

It is important for all students’ contact details to be kept up-to-date, including details of Emergence Contacts. Please notify the Front Office promptly of any changes.

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

Important: *International Students* must use a different form – see the Enrolment Officer.

---

**Burwood Girls High School**

**CHANGES TO STUDENT DETAILS**
Address, phone numbers etc. (for ERN/OASIS)

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<tr>
<th>STUDENT:</th>
<th>FAMILY NAME:</th>
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<tr>
<td>GIVEN NAME:</td>
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<td>YEAR:</td>
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<tr>
<th>DATE OF BIRTH:</th>
<th>MOBILE NO.:</th>
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Is the student in the **Band Program** and/or has a **music tutor**? **YES** / **NO** (circle one)

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**Only fill out sections that have CHANGED.**

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<th>HOME ADDRESS:</th>
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<tr>
<th>HOME PHONE NUMBER:</th>
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Address has changed but home number has **not** changed: □ No Landline at home: □

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<th>GUARDIAN (if not living with a parent):</th>
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<th>EMERGENCY CONTACT (if parents cannot be contacted)</th>
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<th>RELATIONSHIP TO STUDENT:</th>
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<th>MOB:</th>
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**SIGN AND RETURN FORM TO DEPUTY PRINCIPAL**

SIGNED (Parent/Guardian): ___________________________ Date: __________

**Notes:**
- This form must be returned to school before applying for a transport pass.
- International Students must use a different form – see the Enrolment Officer.
INTERVIEWS AND VISITS

The school welcomes the opportunity to discuss student progress at PTS (Parent / Teacher / Student) 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 may be issued to students on loan. Due to the high cost of textbook replacement, students must keep these 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/Student evenings; however, at other times, parents should make an appointment to discuss the student’s progress. Interim reports are issued for Year 7 and Year 11 at the end of Term 1.

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 PARENTS & CITIZENS ASSOCIATION

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 and on the website. 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 7:00 PM.

P&C Meeting with guest speaker
Part of grounds improvement by P&C 2015
P&C working bees, 2014
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 (including knee length skirts).

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

In other 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.

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 2017.

**Jewellery / Make-up**
Jewellery and make-up are to be kept to an absolute minimum. Students will be asked to remove unsuitable make-up and jewellery.
ACCEPTABLE SHOES
FOR BURWOOD GIRLS HIGH SCHOOL

CORRECT SHOES ARE COVERED, HARD LEATHER:

COVERED + HARD LEATHER + SUPPORTIVE + PROTECTIVE

UNACCEPTABLE SHOES

INCORRECT SHOES ARE NOT ENCLOSED AND/OR NOT MADE FROM HARD LEATHER:
JUNIOR UNIFORM (Years 7 – 9)

Shirt: White buttoned blouse with collar and crest.
Trousers: Navy tailored trousers may be worn. NO tracksuits or jeans.
Jacket: Navy ‘Microfibre’ jacket with school crest.
Jumper: Navy wool blend with V neck.
Cardigan: Navy wool blend.
Blazer: Blazer with school crest.
Coat: Navy cashmere/wool coat.
Socks: White or black socks or black stockings.
Shoes: Flat heeled, enclosed, black, sturdy leather (NOT boots).
Scarf: Navy or white.
Tie: School tie (optional).

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)

Blouse: White buttoned blouse with collar and monogram, or senior pintuck blouse with round collar.

Skirt: Knee length, A-line, plain navy skirt with an inverted pleat.

Trousers: Navy tailored trousers may be worn. NO tracksuits or jeans.

Jacket: Navy ‘Microfibre’ jacket with school crest.

Jumper: Navy wool blend with V neck.

Cardigan: Navy wool blend.

Blazer: Blazer with school crest.

Coat: Navy cashmere/wool coat.

Socks: White or black socks or black stockings.

Shoes: Flat heeled, enclosed, black, sturdy leather (NOT boots).

Scarf: Navy or white.

Tie: School tie (optional).

Junior uniform showing cardigan, jumper and black stockings option.

Junior uniform with sports jacket which may be worn at any time with both Junior and Senior uniforms.

Senior uniform showing slacks option for both Juniors and Seniors.

Senior uniform with senior pintuck blouse and sports jacket.
From 2017, uniform items (excluding shoes) are available to purchase at Lowes Burwood. See “Uniform Policy” for description of uniform.

Phone: (02) 9744 0200, Fax: (02) 9701 0019
INFORMATION FOR JUNIORS / MIDDLE SCHOOL

Year 7 Camp 2016

YEAR ADVISERS

Mr Daniel Whittemore  
Year 7

Ms Renee Lindsay  
Year 8

Ms Erin Dib  
Year 9

Ms Janice Raynor  
International Students

ASSISTANT YEAR ADVISERS

Ms Trish Coulson  
Year 7

To Be Advised  
Year 8

Mr Matthew Chalmers  
Year 9
YEAR 7 CLASS NAMES FOR 2017

Both Year 7 Advisers are from the English Faculty. They decided the theme for this year's seven class names should be 'trailblazers'. They chose women who have accomplished something or undertaken something that often challenged the conventions of the time. These women have shown courage, innovation, resilience and independence. They have not been afraid of the criticism that may have followed from being the first woman to do something.

<table>
<thead>
<tr>
<th>Class Number</th>
<th>Name</th>
<th>Named After</th>
<th>About</th>
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<tbody>
<tr>
<td>7 Bridges</td>
<td></td>
<td>Ruby Bridges</td>
<td>In spring of 1960, Bridges was one of six black children in New Orleans to pass the test that determined whether they could go to the all-white school. Two of the six decided to stay at their old school, Bridges went to a school by herself. As soon as Bridges entered the school, white parents pulled their own children out; all the teachers refused to teach while a black child was enrolled.</td>
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<tr>
<td>7 Cheng</td>
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<td>Marita Cheng</td>
<td>Marita was born in Cairns, Queensland, Australia. She grew up in housing commission with her brother and single-parent mother, who worked as a hotel room cleaner. Marita Cheng was the 2012 Young Australian of the Year and is a technology entrepreneur and women in technology advocate. Marita Cheng is the founder and CEO of 2Mar Robotics, which makes a telepresence robot, Teleport, for kids with cancer in hospital to attend school, people with a disability to attend work and to monitor and socialise with elderly people.</td>
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<tr>
<td>7 Freeman</td>
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<td>Cathy Freeman</td>
<td>Freeman was the first Australian Indigenous person to become a Commonwealth Games gold medalist at age 16 in 1990. She won the 200 and 400 metre races at the 1994 Commonwealth Games in Victoria, Canada. At this event, Cathy Freeman stirred a huge controversy when she waved the Australian flag along with the Aboriginal flag during her victory lap. She was criticized by the Australian team’s manager for her action and was instructed not to repeat this kind of action. However, after her second victory she again carried both the flags in a defiant way.</td>
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<td>7 Goodall</td>
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<tr>
<td><strong>Named After:</strong> Jane Goodall</td>
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<tr>
<td><strong>About:</strong> Jane Goodall is a British primatologist, ethologist, anthropologist, and UN Messenger of Peace. She is the founder of the Jane Goodall Institute and the Roots &amp; Shoots program, and she has worked extensively on conservation and animal welfare issues. She has served on the board of the Nonhuman Rights Project since its founding in 1996. Considered to be the world's foremost expert on chimpanzees. Goodall set herself apart from the traditional conventions of the time by naming the animals in her studies of primates, instead of assigning each a number. Setting herself apart from other researchers also led her to develop a close bond with the chimpanzees and to become, to this day, the only human ever accepted into chimpanzee society.</td>
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<th>7 Tereshkova</th>
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<tr>
<td><strong>Named After:</strong> Valentina Tereshkova</td>
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<tr>
<td><strong>About:</strong> Valentina Tereshkova is the first woman to have flown in space, having been selected from more than four hundred applicants and five finalists to pilot Vostok 6 on 16 June 1963. She completed 48 orbits of the Earth in her three days in space. After her time in space, she became prominent in politics, becoming a member of the World Peace Council in 1966 and she was a representative at the UN Conference for International Women’s Year in 1975.</td>
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<th>7 Watson</th>
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<td><strong>Named After:</strong> Jessica Watson</td>
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<td><strong>About:</strong> Jessica Watson is an Australian sailor who completed a southern hemisphere solo circumnavigation at the age of 16. In recognition of her achievement Watson was named the 2011 Young Australian of the Year and the following year was awarded a Medal of the Order of Australia.</td>
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<th>7 Yousafzai</th>
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<tr>
<td><strong>Named After:</strong> Malala Yousafzai</td>
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<td><strong>About:</strong> Malala Yousafzai is a Pakistani activist for female education and the youngest-ever Nobel Prize laureate. She is known mainly for human rights advocacy for education and for women in her native Swat Valley in the Khyber Pakhtunkhwa province of northwest Pakistan, where the local Taliban had at times banned girls from attending school. Yousafzai’s advocacy has since grown into an international movement. On the afternoon of 9 October 2012, Yousafzai boarded her school bus in the northwest Pakistani district of Swat. A gunman asked for her by name, then pointed a pistol at her and fired three shots. She survived and is carrying on with her advocacy for social justice.</td>
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</table>
Years 7-12 will engage in a variety of wellbeing days to address issues which affect the social and emotional well-being of adolescents. The days will focus on a range of anti-bullying, friendship and community building issues such as lifestyle and positive self-image, stress management, study skills and leadership.

As a result of these programs 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 GHS to assist students in understanding and planning for the employment, education and training options available to them. The features of the program are as follows:

- Students in Year 9 are introduced to the world of work by reflecting on what job-related skills they use in the classroom, and then presenting their findings in a classroom presentation that is evaluated by their peers. This is known as the Roundtable exercise.

- The school believes that it is beneficial for all Year 9 students to put the school motto “Not for Ourselves Alone” into practice and undertake voluntary work in the community. To achieve these goals, a Year 9 Community Service Program runs during Term 3. Students are required to complete 10 hours of community service at a negotiated time and place.

- The school conducts “Work Ready Day” for Year 10 students. This day is a series of seminars and training for students preparing to undertake vocational work placements; seminars in: resume writing, job search and job interview skills as well knowledge on conduct in the workplace. Student that may have difficulty in engaging in the academic curriculum or those that may wish to leave school also complete this program.

- All students in Year 10 also register on JobJump, a work and career website; where they directly receive on-going personalized information related to their career and work preferences.

- All students in Year 10 also undertake the Career Voyage vocational testing. Based on the individual students’ responses the test generates information on the skills, qualifications and attributes students need to have to succeed in their preferred professions or jobs.

- The school has implemented, for Year 10s and above, iScope a virtual hub, where with high level precision and with a less time-consuming process each student will be connected to organisations that can provide them with employment-related workshops, professional development and work experience.
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 scheduled class.

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 pre-set framework. The students meet with the coordinator at a nominated time to work on the development 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
## BURWOOD GIRLS HIGH SCHOOL CURRICULUM
### YEARS 7, 8, 9 and 10 – 2017

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<th>Line 1</th>
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<th>Line Z</th>
<th>Special Religious Education</th>
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<td>Science</td>
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<td>Food Technology/Hospitality</td>
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<td></td>
<td></td>
<td>Visual Arts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INFORMATION FOR SENIORS

Leadership – Talent – Recognition

YEAR ADVISERS

Ms Heather Oh
Year 10

Ms Janelle Gianotti
Year 11

Ms Olga Dalageorgos
Year 12

Ms Janice Raynor
International Students

ASSISTANT YEAR ADVISERS

Ms Francine Thanos
Year 10

Ms Lauren Dwyer
Year 11

Ms Jenny Konstan
Year 12
DISABILITIES PROVISIONS

If your daughter has a diagnosed medical condition such as a mental health issue or diagnosed learning difficulty she may be eligible for Disabilities Provisions. Disabilities Provisions must be applied for and approved by BOSTES for the Higher School Certificate examinations. They may also apply for school based assessment tasks. Disabilities Provisions may include extra time to write, extra time to rest and separate supervision.

Should your daughter be eligible please contact the school counsellor, Marja Boddeus on 9747 3355.

THE CAREERS/TRANSITION ADVISER

The Careers/Transition Adviser has information about a variety of jobs and courses which are available to young people leaving school. He conducts comprehensive interviews with senior students and provides advice on applying for university and other post-school institutions, so as to maximise the students’ benefit. For all students, university/TAFE courses are matched with the students' career goals. The Career Adviser undertakes vocational testing and subject selection for Year 10 going in the Higher School Certificate program.

The Careers/Transition Adviser organises Work Experience and Work Placement Program which have proved to be of great benefit for our students. He also manages for senior students the Vocational Education and Training programs conducted at TAFE. The Careers/Transition Adviser also participates in the School-to-Work program at the school. He also assists school leavers in getting traineeships and apprenticeships.

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.
<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>Ascertain/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</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>(analyse/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>
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**BURWOOD GIRLS HIGH SCHOOL CURRICULUM**

**YEAR 11, 2017**

<table>
<thead>
<tr>
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<th>LINE 2</th>
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<td>Indonesian Continuers</td>
<td>Technology</td>
<td>Italian Continuers</td>
<td>Japanese Beginners</td>
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<tr>
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<td>Korean in Context / Korean and Literature</td>
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**YEAR 12, 2017**

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<td>Indonesian Continuers</td>
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<td>Studies of Religion 2U</td>
<td>Studies of Religion 2U</td>
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<td>SOR 1U</td>
<td>English Ext. 1U</td>
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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 2017 for

- Year 7 has been set at $85.00
- Year 8 $90.00
- Years 9 and 10 $110.00
- 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, Wellbeing on 9747 3355. Please note payments may also be made in instalments throughout the year.

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
BURWOOD GIRLS HIGH SCHOOL - SCHEDULE OF CONTRIBUTIONS 2017

YEAR 7

STUDENT: ________________________________________________________________

(First Name) (Family Name)

<table>
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<tr>
<th>Code</th>
<th>General School Contribution (voluntary)</th>
<th>$</th>
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<tr>
<td>046-001</td>
<td>The General School contribution (see over page).</td>
<td>85.00 or</td>
</tr>
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<td>OR</td>
<td>“Early Bird” $20 Deduction for full payment by 31/3/17</td>
<td>65.00</td>
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<table>
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<tr>
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<th>Mandatory Costs</th>
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<tr>
<td>043-005</td>
<td>Technology (TAS): includes a $15 sewing kit</td>
<td>60.00</td>
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<td>Music</td>
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<td>043-006</td>
<td>Visual Arts</td>
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<td>044-408</td>
<td>English Theatre Experience</td>
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<td>051-622</td>
<td>English Word Flyer Program</td>
<td>20.00</td>
</tr>
<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 15 December 2016.)</td>
<td>330.00</td>
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<tr>
<td>052-002</td>
<td>Year 7 Gala Day</td>
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<td>052-007</td>
<td>Sport Administration/Carnivals levy</td>
<td>25.00</td>
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<tr>
<td>051-632</td>
<td>Manga High: Software Program</td>
<td>30.00</td>
</tr>
<tr>
<td>053-009</td>
<td>Technology (whole school usage) fee</td>
<td>25.00</td>
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<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>090-463</td>
<td>Parents &amp; Citizens Assoc. contribution (per family/per year) Amount:</td>
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<tr>
<td></td>
<td>$25 $50 $75 $100 Other: $________</td>
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</table>

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.114/142) or online via the school’s website: 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)
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<th>Code</th>
<th>General Service Contribution</th>
<th>YEAR 8 (046-002)</th>
<th>YEAR 9 (046-003)</th>
<th>YEAR 10 (046-004)</th>
<th>Your Calculations</th>
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<tbody>
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<td>046-002</td>
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<td>$90.00 or</td>
<td>$110.00 or</td>
<td>$110.00 or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR &quot;Early Bird&quot; $20 Deduction for full payment by 31/3/17</td>
<td>70.00</td>
<td>90.00</td>
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**Mandatory Costs**

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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>053-009</td>
<td>• Technology fee (whole school usage)</td>
<td>25.00</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>052-007</td>
<td>• Sport Administration/Carnivals fee</td>
<td>25.00</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>051-634</td>
<td>• School Diary subsidy</td>
<td>10.00</td>
<td>10.00</td>
<td>10.00</td>
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**Mandatory Subject Fees**

<table>
<thead>
<tr>
<th>Code</th>
<th>Mandatory Subject Fees (only pay for subjects studied)</th>
<th></th>
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<tbody>
<tr>
<td>043-010</td>
<td>• Child Studies</td>
<td>–</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>043-021</td>
<td>• Dance</td>
<td>–</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>043-022</td>
<td>• Dance - Uniform (compulsory – purchased once)</td>
<td>–</td>
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<td>043-005</td>
<td>• Design &amp; Technology (Yr.9&amp;10)</td>
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<td>043-018</td>
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<td>051-640</td>
<td>• Year 8 Electronics</td>
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<td>044-468</td>
<td>• English – Theatre Experience</td>
<td>25.00</td>
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<td>• Food Technology (Option 1)</td>
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<td>• Food Technology Yr.9/Hospitality Yr.10 (Option 2)</td>
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<td>043-015</td>
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<td>• TAS – Technology (Yr.8 Mandatory)</td>
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<td>• English Software program: Word Flyer – Yr. 8 only</td>
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<td>• LOTE: Chinese Beginners Workbook</td>
<td>25.00</td>
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<td>051-631</td>
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<td>32.00</td>
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<td>23.00</td>
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<td>20.00</td>
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<tr>
<td>051-630</td>
<td>• LOTE: Japanese Workbook</td>
<td>20.00</td>
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<td>051-629</td>
<td>• LOTE: Korean Workbook</td>
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<td>051-632</td>
<td>• Mathematics Technology – MangaHigh.com (optional)</td>
<td>30.00</td>
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NB: OTEN (Open High School) subjects are available; please see the LOTE (Languages Other Than English) Faculty.

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<th>Code</th>
<th>Optional</th>
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<td>090-463</td>
<td>• Parents &amp; Citizens Assoc. contribution (per family/per year)</td>
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<td>Amount: $25 $50 $75 $100 Other: $______</td>
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Total =
BURWOOD GIRLS HIGH SCHOOL - SCHEDULE OF CONTRIBUTIONS 2017

YEARS 11 & 12

STUDENT: _____________________________________________________________________ YEAR: ________
(First Name) (Family Name)

General Service Contribution

YEAR 11 (046-005)  
YEAR 12 (046-006)  
Your Calculations

The General Service contribution (see over page).  
$115.00 or $115.00 or

OR

“Early Bird” $20 Deduction for full payment by 31/3/17
95.00 95.00

Code  Mandatory Fees

053-009 • Technology fee (whole school usage)  
25.00 25.00

052-007 • Sport Administration/Carnivals fee  
25.00 25.00

051-034 • School Diary Subsidy  
10.00 10.00

Code  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.)

044-456 • Biology – UNSW Human Disease Museum  
-- 25.00

044-390 • Chemistry – Macquarie Uni Enrichment Program  
-- 30.00

044-030 • Chemistry Levy  
10.00 --

051-627 • HSC Science Lab (only if taking a science subject)  
5.00 5.00

043-021 • Dance  
30.00 30.00

043-022 • Dance - Uniform (compulsory – purchased once)  
60.00 60.00

043-005 • Design & Technology (not including project materials)  
60.00 60.00

043-018 • Drama  
45.00 50.00

043-027 • English Advanced  
30.00 30.00

043-028 • English Standard  
30.00 30.00

043-029 • English Studies  
30.00 30.00

043-031 • Entertainment Industry (VET)  
100.00 100.00

043-020 • Exploring Early Childhood  
30.00 25.00

043-004 • Food Technology  
60.00 60.00

044-414 • Geography/Biology ecosystem excursion (Term 2)  
25.00 --

043-003 • Hospitality Food & Beverage (VET)  
100.00 100.00

043-026 • Hospitality Kitchen Operations & Cookery (VET)  
120.00 120.00

043-024 • Hospitality Kitchen Operations & Cookery (VET) – Toolkit Hire (non-refundable, paid once)  
60.00 --

043-017 • Information Processes & Technology  
50.00 50.00

051-631 • LOTE: Italian Beginners Workbook  
35.00 No fee

051-631 • LOTE: Italian Continuers Workbook  
35.00 No fee

051-631 • LOTE: French Beginners Workbook  
35.00 No fee

051-631 • LOTE: French Continuers Workbook  
35.00 No fee

051-630 • LOTE: Japanese Beginners Workbook  
35.00 No fee

051-630 • LOTE: Japanese Continuers Workbook  
32.00 32.00

051-629 • LOTE: Korean Beginners Workbook  
35.00 35.00

043-014 • Music Senior Elective  
40.00 40.00

043-011 • Photography, Video & Digital Imaging  
70.00 70.00

043-019 • Software Design & Development  
50.00 50.00

043-002 • Textiles and Design (not including project materials)  
55.00 40.00

043-008 • Visual Arts  
75.00 75.00

043-009 • Visual Design  
50.00 50.00

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

Code  Optional

090-463 • Parents & Citizens Assoc. contribution (per family/per year)  
Amount: $25  $50  $75  $100  Other: $ ________

Total =