



# Willoughby Girls High School

## Student Handbook

### 2024

#### Acknowledgement of Country



*We, the community of Willoughby Girls High School, acknowledge the Cammeraygal People as the custodians of the Land, on which our school stands. We recognise the history of the land, on which we come together to teach and learn as a significant women's site. We pay our respects to the elders past, present and emerging for they hold the memories, the traditions, the culture and the hopes of Aboriginal and Torres Strait Islander people across the Nation. We recognise the continuing connection to land, waters, culture and community.*



# Bell Times

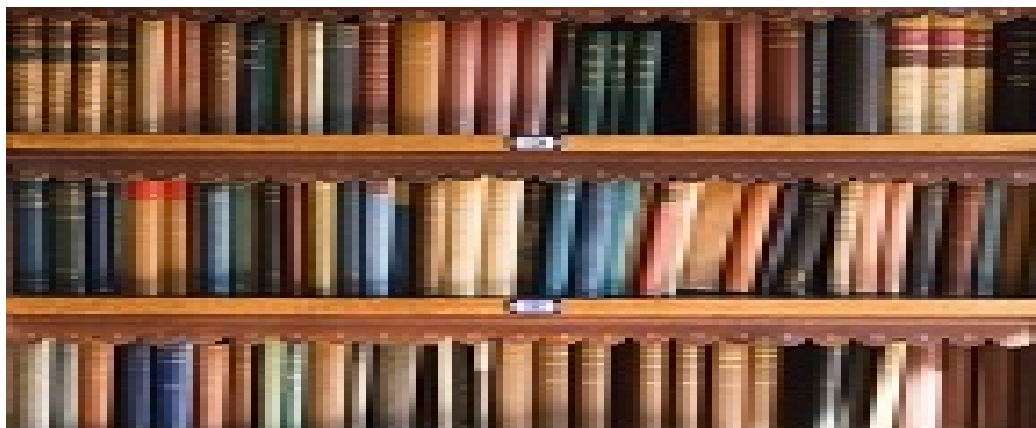
NORMAL DAY		
Period	Time	Minutes
0	8.00 - 8.52	52
1	9.00 - 9.55	55
2	9.55 - 10.48	53
<b>Recess</b>	10.48 - 11.08	20
3	11.08 - 12.01	53
4	12.01 - 12.54	53
<b>Lunch 1</b>	12.54 - 1.14	20
<b>Lunch 2</b>	1.14 - 1.34	20
5	1.34 - 2.27	53
6	2.27 - 3.20	53
7	3.20 - 4.10	50
8	4.10 - 5.00	50

ASSEMBLY DAY		
Period	Time	Minutes
0	8.00 - 8.52	52
1	9.00 - 9.50	50
2	9.50 - 10.38	48
<b>Assembly</b>	10.38 - 11.08	30
<b>Recess</b>	11.08 - 11.28	20
3	11.28 - 12.16	48
4	12.16 - 1.04	48
<b>Lunch 1</b>	1.04 - 1.24	20
<b>Lunch 2</b>	1.24 - 1.44	20
5	1.44 - 2.32	48
6	2.32 - 3.20	48
7	3.20 - 4.10	50
8	4.10 - 5.00	50



## Important Bell Times Information

- The School day starts with Period 1 at 9.00 am and finishes at the end of Period 6 at 3.20 pm.
- Senior students may begin with Period 0 at 8.00 am and/or finish at the end of Period 8 at 5.04 pm.
- School finishes at 2:27 pm on Thursdays.
- Sport is held every Wednesday afternoon for Years 9, 10 and 11.
- The official roll of the day is recorded in period 1 via PXP. Student attendance is recorded for each period of the day.
- There is a fortnightly timetable with Week A and Week B.





## Student Attendance

All students are required to attend all lessons scheduled on their timetable.



### Years 7 to 10

If a student arrives after 9 am, which is considered a late arrival, they must go to the front office to sign in, with an explanation.

### Years 11 to 12

A student is considered a late arrival and needs to present to the front office to sign in, with an explanation:

- If their first scheduled lesson is period 0 and they arrive after 8 am.
- If a student's first scheduled lesson is period 1 and they arrive after 9 am.



### Absence from School

The parent must explain all absences via the Absences button in the Parent Portal within the first 7 days of any absence.

### Early leave

Parents must notify the school if a student needs to leave early via the Absences button in the Parent Portal before 8.45am. Parents should put the times in the comments box.

The student should go to the Front Office at the time they need to leave to signout and receive an early leave slip.



### Application for Leave, Extended Leave, Exemption from Attendance

For the application for extended leave, this is all completed via SchoolBytes. Parents/carers are required to provide travel documentation to support the request. Please note that the DoE attendance policy requires any planned holidays to be organised during the school holidays.



# Student Uniform

## All students:

- Wear the correct school uniform each school day, including wearing the correct PE uniform on PE/sport day
- If a student is not wearing the correct uniform for an appropriate reason
- Bring a letter from the parent/carer outlining the appropriate reason for not wearing the correct uniform
  - Use the Attendance Kiosk to get a Uniform Pass before 9:00 am
  - Take letter and Uniform Pass to Deputy Principal before 9:00 am
  - Show the signed uniform pass to each of your teachers

## Junior school (Years 7-10)

(can be worn throughout the year)  
Junior Dress  
Junior Tunic  
Blouse - long sleeve  
School pants  
Jumper (official school jumper)  
School hat or School sports cap  
White Socks  
Black leather lace-up school shoes

## Senior school (Years 11 and 12)

Skirt  
Senior blouse (short sleeve)  
School pants  
Jumper (official school jumper)  
School hat or School sports cap  
White Socks  
Black leather lace-up school shoes

## PE School Uniform (Years 7 to 11) - all items with school logo

School sports Shorts  
School sports Polo Shirt  
School track pants  
White Socks

## Whole School Additional Items

Senior jersey  
School softshell jacket  
Black puffy (with small logo) - can be purchased from Kmart etc.  
Winter coat - black  
Black tights  
Scarf (Black or Navy)  
Music ensemble blouse





# Whole School Expectations

## *Courage, Truth & Loyalty*



### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Build respectful relationships
- Value the interests and abilities of others
- Value the different cultures & diversity
- Follow the school uniform code
- Take care of the property

### Safety

- Follow school and class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning



## Merit Award Scheme

Merit Certificates are issued to students by staff for following the school rules and expectations either inside or outside the classroom. Bronze, Silver and Gold Award certificates are presented at the Year and School Assemblies. Students who have shown

- effective learning habits
- achievements/engagement in class and/or outside the classroom
- improvement in learning
- demonstration of creativity, flexibility and critical thinking
- achieving personal best.



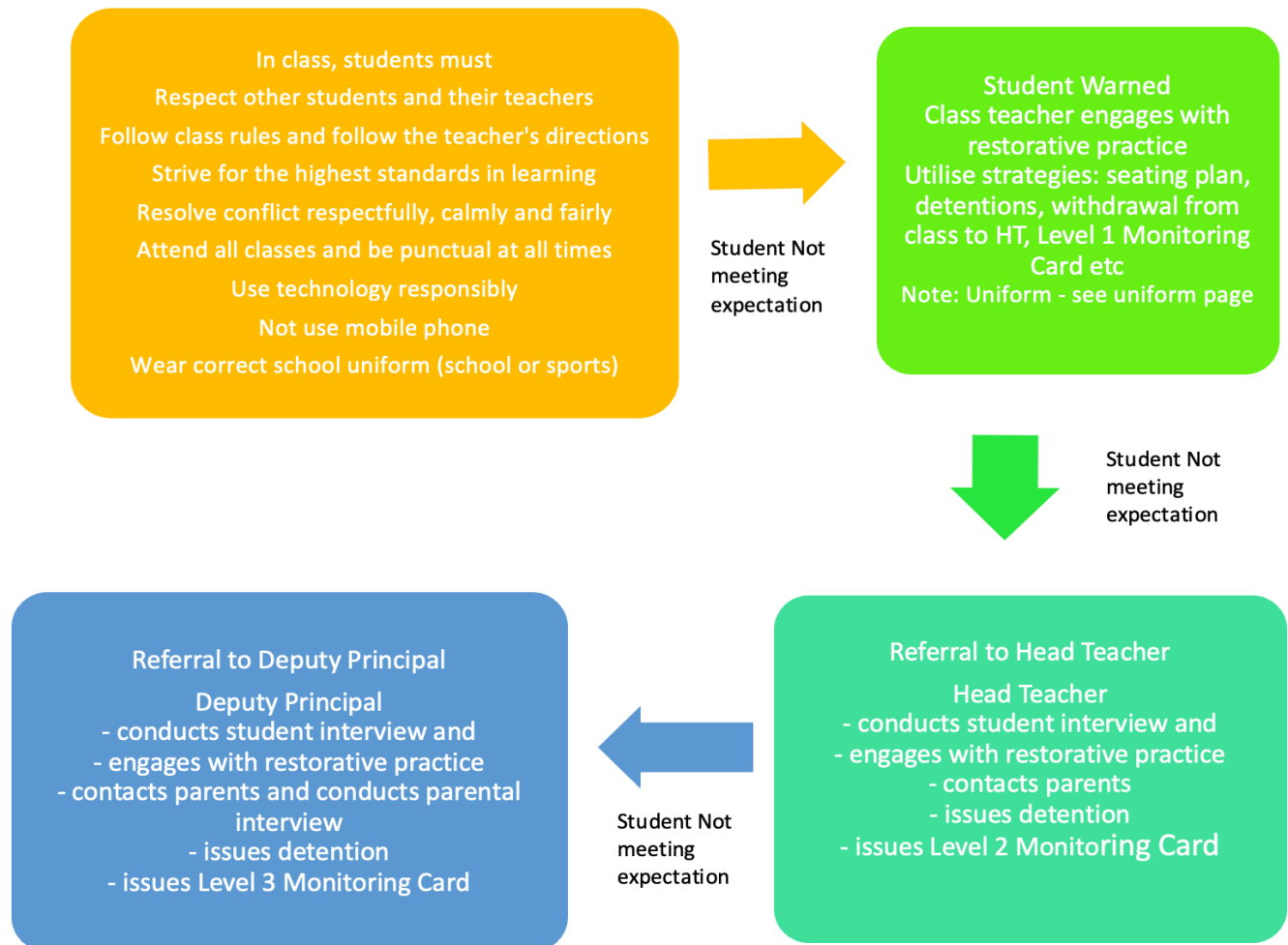
Silver assemblies are run each term/semester depending on the number of Bronze awards issued. Gold awards are presented at the end of the year.



# Classroom Expectation

## Positive Approaches to behaviour

- Engaging lessons
- Explicit teaching of expected behaviour
- Positive relationships and connections
- Merit Award program





## FACULTY LIST / STAFF ROOMS / TELEPHONE EXTENSIONS TERM 2 2024



**PRINCIPAL**  
**DEPUTY PRINCIPAL**  
**DEPUTY PRINCIPAL**

**Mrs Adrienne SCALESE**  
**Ms Janet ATCHISON - Years 8, 10, 12**  
**Mr Doug MARSHALL - Years 7, 9, 11**

### ADMINISTRATION

MR BURGMANN Clem (HT)

### CAREERS

MS EDMUNDS Kate

### COUNSELLING AND WELLBEING

### COUNSELLOR/PSYCHOLOGIST

MS SWADDLING Carin (M - W)

### STUDENT SUPPORT OFFICER

MS SEKELJA Natasha

### WELLBEING

MRS ZANTIS Alex (HT) YA8

### ENGLISH / DRAMA

MS BOARD Kate  
 MS BROWN Suzanne (HT)  
 MS DRAGOI Doina (EAL/D Co-ord) (Tues-Fri)  
 MS GORDON Sian  
 MRS HANICH Constanza (M,Tu,Th,F)  
 MS HATTINGH Josie (English/Drama) (M,Tu,W,F)  
 MS PATTERSON Bronte  
 MR SAMIOS Kale  
 MRS TILSON Karen AYA 11  
 MS WAJS Margaret (EAL/D)  
 MR YEUNG Daniel (English Drama) YA11 (M,Tu,Th,F)

### HISTORY

MS ALLEN Carren (HT)  
 MS KACZMARCZYK Angela  
 MS MULFORD Caitlin (Tu, Th, Fri)  
 MRS POULOS Sarah (Tu-Fri)  
 MS VELEVSKI Anastasia YA7 (Wk A M-Th; Wk B: Tu-F)  
 MS WADE Jacqui (Mon-Wed)  
 MR ZAPF Christian

### LANGUAGES OTHER THAN ENGLISH (LOTE)

MS BUNYAN Nyssa AYA 10  
 MS KONISHI Naoko  
 MR MALTESE Franc (HT)  
 MR SIMMONDS Robert

### LEARNING SUPPORT

MS BEATTIE Sarah (Th, F)  
 MS JEFFRIES Annika (W, F)  
 MS JUDE Riya (LaST) (M, Tu, Th, Fri)  
 MS PISANI Michaela (M, Tu)  
 MS TORILLO Tania (M - Th)

### LIBRARY

MS PARKER Alexandra

### MATHEMATICS

MRS COFFEY Sandi (HT)  
 MR MCLEOD Scott  
 MR NOWLAND Brett  
 MR REYES Anjelo (AYA 9)  
 MS SOAR Helen (M, Tu, Th, F)  
 MRS WHEATLEY Liljana  
 MS YANG Jie  
 MR YE Wiley  
 MS ZENG Zishan (Th, F)

### MUSIC

MR BURGMANN Clem (HT)  
 MRS JARVIS Caroline  
 MS LY Cassandra (Wk A: T, Th, F, Wk B: No Wed)

### PERSONAL DEVELOPMENT/HEALTH/PHYSICAL EDUCATION

MS CARRUTHERS Jenni (W, Th)  
 MS DRENNAN Melissa (M - Th)  
 MS GILBANE Elizabeth  
 MS HARRIS Rachael  
 MS ROBERTS Naomi (Rel. HT)  
 MS WATSON Lucy

### SCIENCE

MR BRIGGS Laurence  
 MR GLAZEBROOK Samuel YA10  
 MS GULLINE Marina (HT)  
 MS KELLY Amy (Amelia) YA12  
 MS LIN Maggie  
 MR MACKINTOSH James  
 MS MAK Lena  
 MS SOWERBY Jodie  
 MS WU Rain (Wk A: Tu-Th; Wk B: M-W)

### SOCIAL SCIENCES

MS COOKE Grace (M, Tu)  
 MS EGGLETON Amanda  
 MS ELIAS Donna (M, Tu, Th)  
 MR IYER Prahlad AYA12  
 MS KIM Gracie (W, Th, F)  
 MR McFIE Lachlan (W, F)  
 MRS MORONEY Katherine (F)  
 MR PALMER Matt (HT)

### TEACHING AND LEARNING (RELIEVING)

MRS JARVIS Caroline (HT)

### TECHNOLOGICAL & APPLIED STUDIES

MRS BLOMFIELD Cheryl (HT)  
 MS CARRUTHERS Hayley AYA8  
 MS FRAMES Adel YA9  
 MS HO Meisy  
 MS PETERS Jasmine

### VISUAL ARTS

MS DROUGAS Marie  
 MR MALTESE Franc (HT)  
 MS SALDIVAR Gabriela  
 MRS ZANTIS Alex

### TECHNICAL SUPPORT OFFICER

\*For IT support - use Sentral and raise a ticket via the button on the home page  
 MR GOURLAY Arden (Tu, Th)

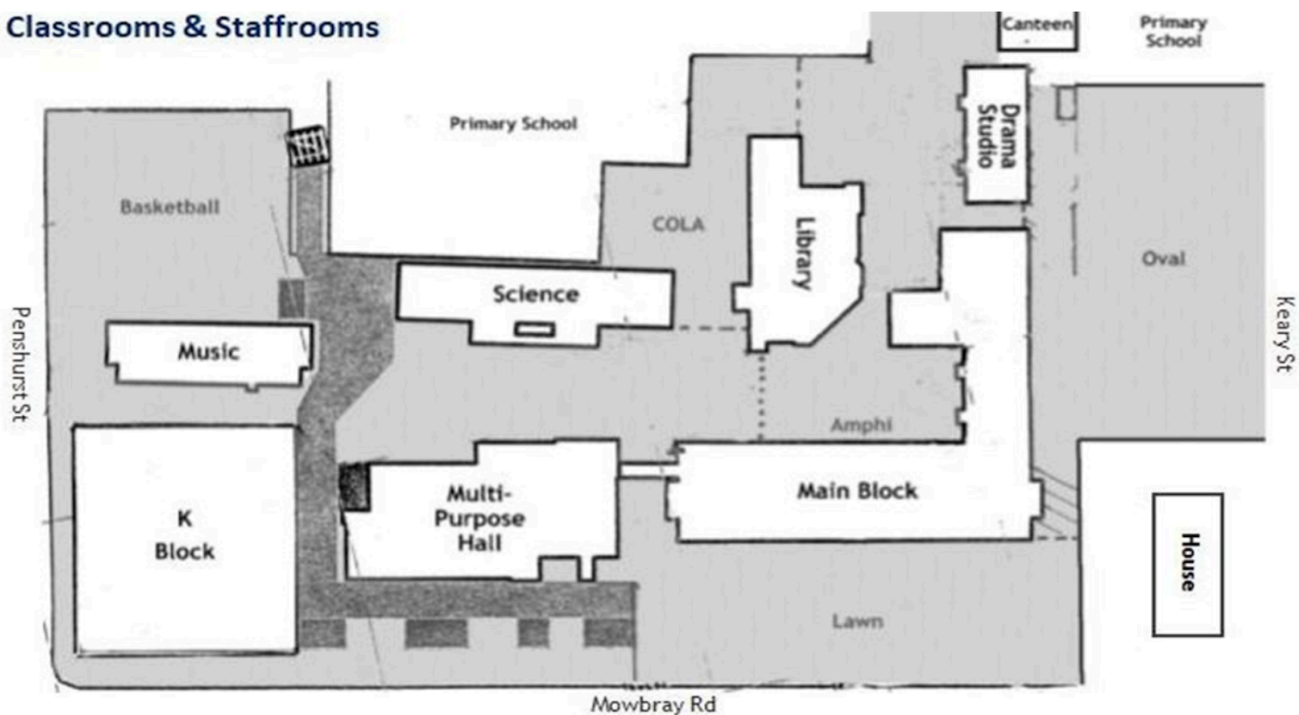
SCHOOL ADMINISTRATIVE SUPPORT STAFF ... Switch 100		
MS ANDERSON	Elizabeth	Science
MS BLACK	Jennifer	Office
MS BRONWICH	Michelle	Office
MRS CHADWICK	Judy	Office
MS CRASTIN	Malvina	Library
MS CURTIN	Kowin	Office
MR DONOHUE	Tim	IAS
MS FERN	Tamara	School Admin Manager
MS O'CONNELL	Sharon	Office
MRS O'REILLY	Sonya	Office
MS TRUONG	Lynne	Library
GENERAL ASSISTANT		
MR BAEKA	Joe	





## Classrooms and Staffrooms

Classrooms & Staffrooms



Block	Classrooms	Staffrooms
Main – ground floor	5 to 9, T1 to T3	TAS, Languages, Senior Executive, Counsellor, Student Support Officer, HT Wellbeing, HT Admin
Main – upstairs	10+ (incl. C13, T21, C22)	Maths, Social Science, Careers
Main – lower (entry outside)	A1 to A4	Art
K Block – ground floor	MP1, MP2, SS	EAL/D, English, Drama, History
K Block – 1 <sup>st</sup> floor (blue)	B1 to B8	-
K Block – 2 <sup>nd</sup> floor (green)	G1 to G6	-
Music	MR1 to MR3	Music
Science	S1 to S6	Science, PDHPE
Multi-Purpose Hall	MPH	-
Library	LIB1, LIB2	Library, IT Contractor
Drama Studio	STU	Learning Support
House	H1 to H4	-



## Wellbeing Support



### IN CLASS

Students should seek support from the class teacher

- Learning - teacher will support students' learning. At times, Learning Support referral may be involved.
- Wellbeing - teacher will monitor and check in, and refer to YA if required.
- Illness - teacher will send the student to sickbay and the office will call home if required.

### WHOLE SCHOOL

Students should seek support from the Year Adviser and/or Assistant Year Adviser

- Wellbeing - YA/AYA will monitor and check in
- YA/AYA may refer the case to the Head Teacher Wellbeing if further intervention required.
- At times, HT Wellbeing may refer to the Student Support Officer, School Counsellor and/or external support
- HT Wellbeing may refer to the Deputy Principal for support.

### SCHOOL COMMUNITY

Students should seek support from the external support team

- Wellbeing - external Counsellor, Psychiatrist, Psychologist, social worker and so on.
- Illness - medical team
- Engaging transparency of communication between the parents, student, external support and school.



## Library

Welcome to Willoughby GHS Library. The following information may help you. However, if you have any questions or need some help always come and ask Ms Parker, the Teacher Librarian.

<b>Library Hours</b>	The library is open before school from 8.30, at recess and lunchtime. You can come to the library to borrow, read, study and research.
<b>Library Rules</b>	<ul style="list-style-type: none"><li>● Food, drink and chewing gum are not permitted in the library.</li><li>● School bags must be left outside the Library. Bring any valuables inside with you.</li><li>● If your class has been booked into the Library for a lesson, you must wait outside until your teacher arrives.</li><li>● Library books, equipment and furniture must be returned to the correct place after use.</li><li>● Low level, working conversation only is permitted.</li></ul>
<b>Borrowing Information</b>	<ul style="list-style-type: none"><li>● To borrow resources – you must take them to the <b>Circulation Desk</b>. You will need to have your <b>Student ID Card</b> to borrow. <b>You cannot use a card belonging to another student.</b></li><li>● There is a <b>2 week</b> loan period. Books are returned to the chute in the circulation desk.</li><li>● A maximum of <b>4 books</b> can be borrowed at one time.</li><li>● If you need a book for longer, it may be <b>renewed</b>, if no one else has requested it. You will need to bring the book back to the library to do this.</li><li>● Books can be <b>reserved</b> by request at the circulation desk.</li></ul>

	<ul style="list-style-type: none"> <li>● Books need to be returned on the day they are due so that they are available for other students. The stamped date on the date due slip at the</li> <li>● Front of the book is a reminder of when the book is due.</li> <li>● If you fail to return, lose or damage a book you will be required to pay the replacement cost.</li> <li>● You can always <b>recommend</b> books for the library to purchase. Just fill in a request form at the circulation desk or chat to Ms Parker.</li> </ul>
<p><b>Using the desktop computers</b></p>	<p>The computers in the library are linked to the DoE Portal via the school network. <b>They may be used for schoolwork and printing.</b> It is very important that you remember to <b>log off</b> when you have finished working.</p>
<p><b>Photocopying/ Printing</b></p>	<p>The Library has a combined colour photocopier and printer.</p> <ul style="list-style-type: none"> <li>● Printing from your own device is possible. <b>For best results always save your document as a PDF and print the PDF version.</b> Please ask at the library for printing instructions.</li> </ul>
<p><b>Library Catalogue - Oliver</b></p> <p><b>Fiction books</b> (works of the imagination)</p> <p><b>Non fiction and biographies</b> (factual works eg science, art, science, history)</p>	<ul style="list-style-type: none"> <li>● This can be accessed via your student portal. The catalogue has clickable links to online resources.</li> <li>● The library catalogue can also be accessed via Sentral (<b>library catalogue</b> button LHS) or the WGHS website. The catalogue has clickable links to resource lists, how to write a bibliography, the JSTOR database and selected, approved websites.</li> <li>● These are arranged in alphabetical order by author's surname. They have an F as the first part of the shelf location, followed by the first 3 letters of the author's surname.</li> <li>● Fiction books can be found in the Oliver catalogue by searching author, title, series or subject.</li> <li>● The Library also has sections for graphic novels, manga, audio books, and picture books.</li> <li>● These are arranged by subject – in Dewey Decimal order. The shelf location is based on the appropriate Dewey number, followed by the first 3 letters of the author's surname.</li> <li>● They can be found in the Oliver catalogue by author, title, subject, series</li> </ul>

**Magazines (or periodicals, journals)**

or shelf location number.

- The non fiction section is found along the straight wall under the windows on the western side of the library and Biographies are in the back room.
- For assessment tasks a box of relevant books can be accessed at the circulation desk for use in the library.
- The latest issue is on display. Lift the flap to access back issues that are stored behind.

**Ebooks (Wheelers)**

- Hundreds of ebook titles can be accessed through the Wheelers app - ePlatform.

1. Download the ePlatform app from your app store

2. Find our library and log in using your library ID

3. Borrow an eBook or Audiobook to read or listen on your device

**Online journal articles – JSTOR database**

- WGHS subscribes to the **JSTOR database** through which you can access thousands of online journal articles. Access via the link and username and password on the Oliver library catalogue homepage.
- It is recommended that you also join your **local library** and the **State Library of NSW**. These free memberships will provide you with free access to a large range of data bases with quality information, including full text journal articles. See Ms Parker for more

**Video resources: ClickView Online**

ClickView online consists of videos which are searchable in the WGHS Oliver catalogue. Clickview can be accessed on Sentral. These videos can be accessed on and off campus via the **ClickView Online** website. You will need to log in using your school email address.



## Careers

Students at WGHS will have opportunities throughout all years to engage in career-related activities. This will include presentations, interactive activities, information sessions, external opportunities, meetings and regular updates for students to access further information.

Sentral messages will provide information for upcoming events or opportunities for students to engage in.

Students in **Years 7,8 and 9** will participate in activities that will encourage them to start exploring their interests, skills, strengths and goals. They will become familiar with post-school options and start to consider potential pathways that might suit them. Year 8 students will be given the opportunity to choose elective subjects for year 9, and this will be guided by information from staff and older students about the subjects available to them.

Students in **Year 10** will participate in a series of Careers Days throughout the year. These days will allow students to develop a deeper understanding of their post-school options and to start working towards the pathway that they are planning to take. They will discover the vast array of Careers that are available to them, and the steps needed to work towards these Careers. They will use this information to make appropriate subject selection choices for year 11.

Students in **Years 11 and 12** will be encouraged to participate in opportunities provided at school and externally. Regular updates will be provided in the Wellbeing Google Classrooms. Students are encouraged to engage in presentations during lunchtimes from current University student ambassadors as well as experts from Industry and post-school opportunities such as gap year options and cadetship opportunities. Individual Careers appointments will take place with the Careers Adviser where pathways, plans and options can be explored.

**Year 12** students will be guided through University applications, course selections and requirements, early entry applications and alternate entry programs, as well as TAFE enrolment and Apprenticeship/Traineeship options.

Online information sessions, course details, tertiary institution information, Open Days, webinars, external program opportunities - relevant dates and outlines will all be available for students to look through in the Careers Updates and will also be made available through the school Newsletter. For any questions or further information, please email or speak with Ms Edmunds.



## SRC

The Student Representative Council (SRC) is a student-elected leadership body, which acts in the best interests of all students at Willoughby Girls High School. Each year in September, up to five students from each year are elected by their

peers to represent them. The SRC executive team comprises the president, the treasurer and the secretary. The SRC organises whole school events, such as the end of the semester/year disco, Friendship Week & Christmas Candy-Gram. Each year group is also responsible for fundraising for a worthy charity. The SRC liaises between the students and staff, particularly the principal and works closely with the prefects.

Every year, the SRC supports the Salvation Army through its Christmas Hamper Drive initiative & the Christmas Candy-Gram.

The SRC conducts weekly meetings every Monday in Room C13 during lunch times, and a combined Prefects and SRC meeting takes place every alternate Thursday during lunchtime. Students can come and share their opinions and concerns with the SRC.

## Technology

IT Help is available during Recess and Lunch for students on Tuesdays and Thursdays in the Library. IT support is mainly responsible for troubleshooting internet-related issues, and hardware problems for BYO devices cannot be resolved.

### Connecting to WiFi

Click the WiFi icon (either at the top of the screen for a Mac or at the bottom right for Windows) and join the network called detnsw. Log into this using your student portal username and password. After connecting to your internet browser, please visit **detnsw.net** and log in again with the same username and password. **You must visit detnsw.net every morning and log in to access the internet.**