

**WILLOUGHBY GIRLS HIGH SCHOOL**

**A Leader in Girls Education**



**INFORMATION FOR  
PARENTS & STUDENTS  
BOOKET 2021**

Principal: Ms Elizabeth Diprose

# PRINCIPAL'S WELCOME



## Welcome to Willoughby Girls High School.

I am delighted that you have decided to join our school community.

Founded in 1934, Willoughby Girls High School is recognised as a leader in girls' education in one of the most competitive schooling areas in Australia.

The school enjoys a strong reputation for high academic standards, evident in the vast majority of HSC graduates who progress to university studies. Students are focused on their learning in an environment of high expectations. The school's outstanding teachers are committed to the academic, social and emotional development of our students in order to prepare them for the future.

Our focus is on

- Achieving individual excellence
- Enhancing an established culture of learning
- Encouraging independent, life-long learners
- Empowering young women
- Developing good citizens and leaders

Strong values and an effective wellbeing system, responsive to student and parent needs, along with clear discipline policies and a defined uniform code, create a safe, caring and fair school environment. These systems and expectations are integral to the school's standards and excellent reputation in the wider community.

I hope that you take advantage of the many educational opportunities on offer, and that you find your time here at Willoughby Girls High School both rewarding and enjoyable.

Ms Elizabeth Diprose  
**PRINCIPAL**

## **PHILOSOPHY**

What do we want for our students?

### **Academic Excellence**

A school which aims for the best possible academic outcomes for students where:

- expectations of individual excellence are the norm
- students achieve better than expected results
- teachers use engaging methodologies which intellectually challenge students
- students are excited about learning and see relevance of their class work
- subject knowledge, skills and attitudes are taught with rigour
- gifted and talented students are catered for in both classroom and extracurricular contexts.

### **Student centred learning**

A school where independent learning is part of the fabric of the classroom and the school, which:

- encourages students to take responsibility for and risks in their learning
- supports students to excel as individuals, work co-operatively in groups and collaborate to compete
- supports the individual learning needs of all students
- provides opportunities for students to exercise real choice in their own learning
- trains students to confidently utilise a broad range of technologies
- develops student capacity for critical reflection and articulation on a wide range of ideas.

### **Empowering young women**

A school which practises contemporary thinking about gender equity, which:

- ensures that girls have opportunities to succeed
- fosters and develops student confidence in personal and public arenas
- empowers girls to develop a consciousness of gender equity
- develops leadership skills and aspirations in girls
- promotes positive attitudes towards a healthy lifestyle
- enhances career and life prospects for girls.

### **Good citizenship and values**

A school which promotes core values, ethical behaviour and an optimistic view of the future, which:

- teaches the values of truth, courage, loyalty and personal accountability
- encourages and rewards student initiative and leadership
- encourages and responds to a strong student voice
- ensures that girls feel safe, are cared for and develop self-respect and resilience
- develops intercultural understanding and is respectful of cultural differences
- balances individual rights with collective responsibilities and respect for others
- maintains a sense of order and an environment conducive to learning.

### **Learning Community**

A school which values life-long learning, active involvement and continuous improvement, where:

- students, staff and parents work together to achieve the shared vision of the school
- students and teachers reflect together on the teaching/learning relationship
- developmental opportunities are provided for students, staff and parents
- clear expectations of roles and responsibilities are reflected in policies and procedures.

# 2021 Staff Directory

**Principal Ms E Diprose**

**Deputy Principals**

**Mrs J Watts  
Ms J Atchison**

**Head Teacher Wellbeing** Mrs D Topic

**Head Teacher Administration (Acting)** Mr C Burgmann

**Year 7 Adviser** Mrs N Budd  
**Year 8 Adviser** Mr D Yeung  
**Year 9 Adviser** Ms S Wigan  
**Year 10 Adviser** Ms N Lemaic  
**Year 11 Adviser** Mrs C Jarvis  
**Year 12 Adviser** Mr J Chen

**School Counsellor** Mr W Chen  
**School Counsellor** Ms G Jenkins  
**Careers Adviser** Ms R Morris  
**Teacher Librarian** Ms A Parker  
**Administration Manager** Ms S O'Connell  
**Sports Coordinator** Ms R Harris

<p><b>ENGLISH / DRAMA</b>            Ms S Brown (HT)            Ms R Cornell            Ms C Hanich            Ms J Hattingh            Ms R Henzell            Ms C Rudd            Mr K Samios            Ms L Saunders            Ms K Tilson            Mr D Yeung</p> <p><b>HEAD TEACHER TEACHING AND LEARNING</b> Mrs T Prowle  <b>Learning Assistance and Support</b>            Ms P Gardiner            Ms D Topic            Ms T Torillo            Ms J Wade            Ms A Wye</p> <p><b>ENGLISH AS A SECOND LANGUAGE</b>            Ms N Bunyan            Ms D Dragoi            Mr R Egglestone            Ms N Vohra            Ms M Wajs</p> <p><b>LANGUAGES OTHER THAN ENGLISH</b>            Ms N Bunyan            Ms N Konishi            Mr R Simmonds            Mrs M Wajs</p> <p><b>PERSONAL DEVELOPMENT, HEALTH, PHYSICAL EDUCATION</b>            Ms N Best (HT)            Mrs N Budd            Ms M Drennan            Ms R Harris            Ms K Morgan            Ms K Robinson            Ms A Wilson</p>	<p><b>HISTORY</b>            Ms C Alfonso            Ms C Allen (HT)            Mr P Kurtz            Ms E Menhinick            Mrs A Velevski            Ms S Wigan            Mr C Zapf</p> <p><b>SCIENCE</b>            Mr L Briggs            Mr A Dargan            Ms A Deshwal            Mr S Glazebrook            Ms M Gulline (HT)            Ms N Lemaic            Ms L Mak            Mrs T Prowle            Ms J Wu</p> <p><b>TECHNOLOGICAL &amp; APPLIED STUDIES</b>            Mrs C Blomfield (HT)            Ms H Carruthers            Ms R Ferlito            Ms A Frames            Ms M Ho            Ms B Loan            Ms K Stringer</p> <p><b>CREATIVE ARTS</b>  <b>Visual Arts</b>            Mr F Maltese (HT)            Ms A Gregg            Mrs H Johnson            Ms G Saldavar</p> <p><b>Music</b>            Mr C Burgmann            Mrs C Jarvis            Ms R Schroers</p>	<p><b>SOCIAL SCIENCE</b>            Ms D Elias            Ms J Imer            Mr Ismail            Mr M Palmer (HT)            Mr G Smith            Ms H Turrise            Ms G Tyerman            Ms C Yong</p> <p><b>MATHEMATICS</b>            Ms I Bramley            Mr J Chen            Mrs S Coffey            Mr P Lamp            Mr S McLeod            Mr B Nowland            Ms H Soare            Ms L Wheatley            Ms J Yang</p> <p><b>ADMINISTRATIVE STAFF</b>            Ms E Anderson            Mrs J Black            Ms W Burn            Ms H Burton            Mrs J Chadwick            Mrs S Frape            Ms L Furey            Ms P Galligan            Ms S O'Connell (Administrative Manager)            Ms S O'Reilly            Mrs L Polyblank            Mrs G Quartuccio            Ms J Wade</p> <p><b>TECHNICAL SUPPORT OFFICER</b>            Mr N Zunic</p> <p><b>MAINTENANCE STAFF</b>            Mr J Babka (General Assistant)</p>
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# 2021 Important Dates

*P&C Meetings 7.00pm 3<sup>rd</sup> Tuesday each month*

Please note that these dates may change due to circumstances beyond the school's control.

Contact the school office for confirmation.

<b>TERM 1</b>	<b>Tue 27 January – Thurs 1 April</b>	<i>Summer uniform to be worn</i>
(10 weeks)	January 27 - 28	<b>School Development Day - Staff only</b>
	January 29	<b>New Enrolments and Years 7, 11 and 12</b>
Commence Week A	February 1	<b>Full School Resumes</b>
	February 16	P&C Meeting
	February 19	Welcome to New Enrolments & Year 7 Evening (Postponed)
	February 22	School Swimming Carnival
	March 3	Open Night (Postponed)
	March 16	School Photographs
	March 16	P&C Meeting
	March 31	Easter Services
<b>TERM 2</b>	<b>Monday April 19 - Fri 25 June</b>	<i>Summer uniform to be worn until May 10</i>
(10 weeks)	April 19	<b>School Development Day – Staff only</b>
	April 20	<b>All Students return</b>
	April 29 - 30	Year 7 Camp
Commence Week A	May 10	Athletics Carnival
	May 11 - 20	Years 7 and 9 NAPLAN Tests
	May 18	P&C Meeting
	May 21	Charities Day
	June 14	Queen's Birthday Public Holiday
	June 15	P&C Meeting
<b>TERM 3</b>	<b>Mon 12 July - Fri 17 September</b>	<i>Winter uniform to be worn</i>
(10 weeks)	July 12	<b>School Development Day – Staff only</b>
	July 13	<b>All students return</b>
Commence Week A	July 19	Year 8 and 10 Information Evening
	July 20	P&C
	July 23	Multicultural Day
	July 28 - 30	Year 8 Ski trip
	August 8 - 10	Year 9 Ski Trip
	August 17	P&C Meeting
	August 19 - 20	Festival of Creative Arts
	August 25 - Sept 7	Year 11 Yearly Examinations
	September 8 - 10	Year 11 Camp
	September	2021-2022 Student Leaders Induction
	September	Year 12 Revue/Farewell Luncheon
	September	Year 12 Graduation
<b>TERM 4</b>	<b>Mon 5 October – Fri 17 December</b>	<i>Summer uniform to be worn</i>
(11 weeks)	October 5	<b>All Staff and Students return</b>
	October 19	P&C Meeting
Commence Week A	Oct 15 – Nov 10	HSC Examinations
	November 16	P&C Meeting
	November 16 - 18	Year 7 Swim School
	November 24 - 25	Year 9 Peer Support Training
	December 8	Christmas Church Services
	December 10	School Presentation Day
	December 16	Final school day for students
	December 17	<b>School Development Day – Staff only</b>

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## Section 2: Educational Programs and Opportunities

### ANNUAL SCHOOL REPORT

The Annual School Report provides parents and members of the wider community with information about Willoughby Girls High School's activities and performance over the past year. It highlights the school's major achievements, features and evaluation of key programs. It also sets out targets for improvement during the following year. To gain maximum benefit from this Annual School Report it should be read alongside other information such as school reports for your daughter, newsletters and other school documents. The Annual School Report is available on the school's website.

### ATTENDANCE AND PUNCTUALITY

From January 2010, legislation requires all students in NSW to complete school to Year 10 and then continue with either education and training, full time paid employment, or a combination of education/training and employment, until at least the age of 17 years. It is most important that students attend school regularly and arrive punctually, if they are to gain maximum benefit from their schooling.

PLEASE NOTE: All notes accounting for student absences are to be written and signed by a parent/guardian, with the date and the student's name and Home Room class included. (Where a parent/guardian is unable to write in English, notes may be written in a language other than English.) Refer to the school's assessment policies for more detail on procedures where any form of absence is involved. Absent students are responsible for following up any work missed on their return to school.

#### Illness / Misadventure

When a student is absent due to illness or misadventure, a parent/guardian may wish to contact the school office by phone. On the first day of return, a note of explanation is to be handed to the Home Room teacher. If a note is not received within seven (7) school days, the absence will be recorded as 'unjustified' in accordance with Departmental procedures. Parents/guardians should notify the school where an absence is likely to exceed three days and must provide a note of explanation on the student's return to school. For extended or frequent absences, a Doctor's Certificate may be required by the school. Where a student is absent for an examination/assessment task, the school is to be contacted *prior* to the commencement or submission of the task and a parental/guardian note must be presented on the first day of return (Years 7-12). In addition, for Years 10-12 a Doctor's Certificate must accompany the parent note. This documentation is to be handed to the relevant Head Teacher (or a teacher within the appropriate Faculty) in the case of assessment tasks or the examination co-ordinator in the case of examinations.

#### Illness / Misadventure affecting Assessment Tasks

Where a student is absent for an examination/assessment task, the school is to be contacted *prior* to the commencement or submission of the task and a parental/guardian note must be presented on the first day of return (Years 7-12). In addition, **for Years 10-12 a Medical Certificate must accompany the parent note.** This documentation is to be handed to the relevant Head Teacher (or a teacher within the appropriate Faculty) in the case of assessment tasks or the examination co-ordinator in the case of examinations.



## Section 2: Educational Programs and Opportunities

### Leave

Families are expected to arrange holidays in school vacations. If parents believe they have a special case for leave, the Principal must be contacted at least ten school days in advance and permission sought by letter. Notes informing the school after the leave has been taken are not accepted as justified. In the case of unforeseen /emergency leave, the Principal needs to be contacted as soon as possible. Documentary validation (e.g. medical certificates or statements, invitations, proof of travel, court documents etc.) should accompany leave applications. In cases where such leave is approved by the Principal, it is the student's responsibility to negotiate with individual teachers if assessment tasks are affected by the intended absence. Where an explanation is not accepted, the absence will be recorded as unjustified. All students are required to attend until the last day of school each term. HSC students are required to attend until the last day of Term 3.

### Early Leave

If a student has to leave early, parents/guardians need to send a note with student's Name and Home Room clearly marked. Notes are to be presented before period one to be signed by the Deputy Principal, who will issue a special 'School Leave Pass for Partial Absence'. This pass is used by the student to indicate that she has been granted 'official early school leave'. Leave from school is only granted under exceptional circumstances. Medical and other appointments should not be made in school time. If this is unavoidable, an appointment card must be presented to the Deputy Principal, Mrs Watts, at school before 9.00am together with the note requesting permission to be absent from school.

### Lateness

All students late to school, including students late for period 0, must report to the school office for a 'late pass'. This 'late pass' states the reason and should be signed by the parent/guardian and returned to the Home Room teacher the next day.

In cases where students have been consistently late, parents will be notified and a school detention will be issued. If a student is late to any class, she must obtain a late note from the teacher of her previous class, if she were detained by that teacher.

### BELL TIMES

Period 0	8.00 - 8.52
<b>Break</b>	8.52 - 9.00
Period 1	9.00 - 9.50
Period 2	9.50 - 10.40
<b>Home Room</b>	10.40 - 11.00
<b>Recess</b>	11.00 - 11.20
Period 3	11.20 - 12.10
Period 4	12.10 - 1.00
<b>Lunch 1</b>	1.00 - 1.20
<b>Lunch 2</b>	1.20 - 1.40
Period 5	1.40 - 2.30
Period 6	2.30 - 3.20
Period 7	3.20 - 4.12
Period 8	4.12 - 5.04

## Section 2: Educational Programs and Opportunities

**Senior students may begin Period 0 and/or finish Period 8.**

**Please note: School finishes at 2.30 pm on Thursdays.**

### **CANTEEN**

The canteen is a shared facility between Willoughby Public School and Willoughby Girls High School. The canteen is managed by an external provider. Students in Years 7-10 purchase food during school hours at the school canteen. Lunch orders must be placed before 8.50am. Students may purchase for themselves only.

### **CHANGE OF ADDRESS**

It is important that the school is able to easily contact parents and carers. The school office must be informed of any change of home address, phone numbers and email address, and also of changes of parent/carer work addresses and phone numbers so that emergency contact can be made. The office will provide you with an official change of address form, which must be signed by parent/s, preferably at the School office.

### **CHANGE OF ELECTIVES**

Students choose their electives for Years 9 and 11 in the year prior to the commencement of elective classes. Students are expected to choose wisely, as the School's staffing and timetabling are based on these choices. Any student wishing to change an elective class needs to bring an explanatory note from the parent/carer and present it to the Deputy Principal, Ms Atchison, for consideration. No changes are possible after the half-way point in Term 1. Two electives chosen for Year 9 carry through to Year 10.

### **CONTACTING THE SCHOOL**

Parents/carers who wish to contact the School about a matter should ring the School office and ask to speak with the appropriate staff member (or write to the staff member, if appropriate) as indicated below.

<b>Issue</b>	<b>Staff Member</b>
Routine Class Matters	The Subject Class Teacher
Class matters of a special nature	The Head Teacher of the subject
Wellbeing issues	The Year Adviser
Uniform matters, wellbeing issues of a special nature and junior attendance or application	Head Teacher Wellbeing
Absentee notes	School office or Assistant Year Adviser
Routine enquires about school payments, fees, etc.	The School Administrative Manager
Matters pertaining to school organization, discipline and attendance/truancy issues	The Deputy Principal - Mrs Watts
Matters pertaining to subject choices, Stage 5 and HSC requirements and senior attendance or application	The Deputy Principal - Ms Atchison
Enrolment enquires, students leaving the school, issues of concern, serious matters or complaints, special enquires and compliments to the school	The Principal - Ms Diprose

## Section 2: Educational Programs and Opportunities

Parents/carers unsure of whom to contact for a particular matter should ring the School office on 9958 4141 and ask to be put in contact with the appropriate person. Staff may be contacted via the school email address: [wiloughbg-h.school@det.nsw.edu.au](mailto:wiloughbg-h.school@det.nsw.edu.au).

### COMMUNICATION WITH STAFF VIA EMAIL

The school office email address is available to parents and others who wish to contact the school via email. Student email accounts are not provided for any user other than the designated student.

Relevant school executive/personnel will ascertain the appropriate channel of communication response to parents and others depending on the issue at hand.

### CONTRIBUTIONS AND CHARGES

To provide maximum educational benefit to your daughter, we rely on the prompt payment of school contributions. Without the payment of contributions, the school would not be able to provide the current level of resources necessary to support the quality educational programs which all students enjoy.

The payment of the General School Contribution covers:

- computer technology resources
- loan of all textbooks
- additional resources in all key learning areas
- use of the lending and reference libraries, language and computer laboratories
- issue of supplementary material in the form of notes, maps etc.
- use of sporting equipment, materials and facilities
- use of clinical supplies
- benefits of amenities and general equipment purchased from school funds
- School Diary
- School Magazine.

In addition to the General School Contribution, some subjects (eg Visual Arts, Design & Technology, Hospitality, etc.) require the purchase of special materials used by students. Please note that it is a requirement that elective subject materials fees be paid.

The Technology levy contributes to the cost of maintaining the school's Wi-Fi network and technology support to students by the school's Technical Support Officer

In cases of financial difficulty, written contact should be made with the Principal, as appropriate arrangements can always be made.

### DISCIPLINE AND WELLBEING POLICIES

Please see separate booklet, *School Wellbeing Policy*, issued to all parents and students on enrolment.

## Section 2: Educational Programs and Opportunities

### ENROLMENTS AND LEAVERS

The Principal is the contact in the school for specific enrolment enquiries. Anyone wishing to be considered for enrolment needs to complete an Expression of Interest for Enrolment and attach the applicant's most recent progress report, evidence of residential address and residential status in Australia. This form can be obtained from the school office anytime during opening hours or from the school's website.

Any student intending to leave the school needs to provide a letter from the parent/carer to the Principal as far in advance of the departure date as possible. A 'Leaver's Form' is to be completed about a week prior to departure, with all text books on loan returned and monies owing settled, before a transfer slip can be provided.

### EVACUATION AND LOCKDOWN PROCEDURE FOR STUDENTS

On hearing the Evacuation Siren sound continuously for 30 seconds:

- all staff will evacuate classes to the designated area by the most direct route; and
- students will assemble as instructed and home room teachers will mark rolls.

On hearing the school bell ring continuously for one minute, Lockdown procedure will be initiated:

- all outside activities will cease immediately and students report to the nearest classroom; and
- students will remain in classrooms with their teachers until the situation has been declared safe and the school bell rings as normal.

### EXCURSIONS

Special notes giving full details of any school excursion or variation to routine are distributed well in advance. Payments for excursions must be in to the school office by online payment no later than the date specified on the excursion note. **NO LATE PAYMENTS WILL BE ACCEPTED.** Full school uniform must be worn on all excursions (unless otherwise stipulated). Students who do not comply with the conditions of participating in an excursion will not be permitted to attend.

### FACILITIES

A range of modern and attractive facilities is enjoyed by the school community.

- The library, incorporating a senior study
- A performing arts studio designed by NIDA consultants
- Fully equipped computer laboratories
- Music Multimedia laboratory
- Visual Arts workrooms and a senior major works area
- Landscaped courtyards with quality seating.

## Section 2: Educational Programs and Opportunities

### HOME ROOM

Each day a home room period is scheduled for 20 minutes before recess. Home room groups consist of about 30 students, with most staff allocated to a group. The purpose of the home room period is to mark the roll, collect notes, read the daily messages, distribute information (e.g. absences and library reminders) and to provide guidance to students including uniform, merit award system. Home Room sessions are also used throughout the year for a silent reading program and pastoral care purposes, as part of the School's proactive student well-being program.

### LIBRARY

The Lora Walla Library at Willoughby Girls High School is the resource centre for the whole school. It is a flexible learning space, designed to suit a variety of teaching and learning needs. It has a wide-ranging collection of resources to support learning and the recreational reading needs of students and teachers. These include:

- an extensive collection of print materials, including magazines, newspapers, non-fiction and a wide selection of fiction catering for all interests and abilities.
- desktop computers and tablets to provide access to the internet and numerous programs to assist students in the acquisition and presentation of information. In particular, the Library provides access to an online database of journals and newspapers, the ANZ Reference Centre and to ClickView, a digital video library.
- colour photocopying, printing and scanning.

The Library is open to students before school (from 8.30 am) and during school hours. During this time, library staff are available to assist students with their individual needs such as identifying and locating appropriate information and resources, making reading suggestions and using the technology.

Students can borrow a maximum of four books for two weeks. It is possible to renew items, but overdue books will attract a fine. A library card is issued to each student when the school photographs are taken at the beginning of the year.

It is hoped that in their time as both junior and senior students of the school, students will become both keen readers and confident and creative users of information, taking full advantage of the library's facilities.

### LOCKERS

Lockers are allocated to students who apply at the beginning of the school year. Lockers must be secured with the padlock provided by the school. No money or valuables should be left in lockers. Locker times are: 8.50am, end of home room period, end of period 4 and 3.20 pm. The hire of a locker costs \$30 over six years. The school reserves the right to open individual lockers when it is deemed necessary by the Principal.

## Section 2: Educational Programs and Opportunities

### **MEDICATION**

The following information and procedures are provided for the taking or possession of any prescribed medication at school or during school organised or endorsed activities.

- Parents are to notify the school in writing if medication is required.
- A member of the office staff supervises the student self-administration of prescribed drugs and their storage.
- Any student seen taking prescribed medication is to be referred to the Head Teacher Wellbeing.
- It is the student's responsibility to obtain medication at the appropriate time.
- A written record of all administrations is kept by the school.
- Analgesics are not provided by the school.
- A bronchodilator inhaler is kept in the first aid kit for emergency purposes.

### **MOBILE PHONES**

Students are not permitted to use mobile phones, iPods or other devices during the school day. Exceptions are made in limited, specific cases and with teacher permission only. Headphones are also not permitted. This is to ensure student safety and cyber safety, and to encourage interpersonal communication that supports positive relationships. For details see APPENDIX 2, Mobile Phone Policy, at the end of this booklet. Where the school has reasonable grounds to suspect that a device contains data which breaches the ICT agreement, a member of the teaching staff may inspect the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken, including referral to the police. School disciplinary procedures will be followed. For details see APPENDIX 1, Student Bring Your Own Learning Device (BYOLD) Guidelines at the end of this booklet.

### **NEWSLETTERS**

The school Newsletter is published fortnightly on the School's website site. A link to the newsletter is emailed to parents. The P&C also publishes a newsletter after every P&C meeting (third Tuesday of the month), and is emailed to parents by the School.

### **OFFICE**

The school office is open at 8.30am and closes at 3.30pm each school day. Students can access the school office before school, recess and lunchtime. The school office is not open to students during lesson time. Parents and community can access the school office anytime between opening and closing.

### **OLD GIRLS' ASSOCIATION**

Membership of the Willoughby Old Girls' Association is open to any girl who attended the school at any time since 1934. A membership fee of five dollars covers two year's subscription. A luncheon is organised annually and extra functions are held when a special anniversary of the school is being celebrated.

For further information, please contact the President, Mrs Carol Wylie, at PO Box 687, Campbelltown. NSW 2560 or [carol.wylie6@gmail.com](mailto:carol.wylie6@gmail.com).

## Section 2: Educational Programs and Opportunities

### OPEN NIGHT

Early in Term 1 each year, Willoughby Girls High School invites primary school students and their parents to an Open Night. During the evening, there is an information session as well as student performances, lesson segments and displays of student work. Open Night is advertised through the primary schools and in the local newspapers and is an excellent opportunity to gain an insight into the Willoughby Girls High School learning environment.

### PARENTS AND CITIZENS (P&C) ASSOCIATION

The Parents and Citizens Association meets on the third Tuesday of each month in the Staff Common Room at 7.00 pm. The P&C works for the benefit of the school, and their meetings enable parents to keep in touch with school activities. From time to time, guest speakers are invited to address the parents and there is a continuing policy to keep parents informed on educational practices of benefit to students within the school.

### RULES ~ SCHOOL

- Show respect and speak courteously to all members of the school community at all times
- Take care of your own property and respect the property of others
- Obey requests from teachers and others in positions of authority
- Be in the right place at the right time
- Maintain your safety and the safety of others
  - at school
  - while travelling to and from school
  - on excursions
  - at sporting events
- Be polite and courteous to members of the public
- Maintain a neat appearance and wear full school uniform at all times
- Come prepared for your lessons and comply with the school's Class Rules
- Under no circumstances bring to school
  - cigarettes
  - illegal drugs
  - alcohol
  - weapons
- Students should not bring to school large sums of money or valuables
- Students should not use a mobile phone, iPad, iPod or similar technology whilst at school unless they are given specific permission by a teacher.
- Act in a responsible manner toward animals by not ill-treating any animal whilst at school or on school excursions and visits
- Refrain from any form of bullying or harassment.
- Attend school every day, be in class on time and prepared to learn.

### RULES ~ CLASS

#### Getting to Class

- Arrive at school on time
- Be punctual for class. Unless you have a note from your previous teacher, lateness to class is unacceptable and consequences will apply
- Juniors must wait at the door of specialty rooms until told to enter by the teacher.

## Section 2: Educational Programs and Opportunities

### In Class

- Be ready to begin the lesson immediately by having books and equipment ready
- Complete work set by the teacher in class without disturbing other students
- Remain in the classroom unless a permission note is given by the teacher to leave for a special reason
- Work quietly without inappropriate comments to your teacher or other students
- When asking a question or seeking assistance raise your hand
- Bring necessary books and equipment to class so you will not have to borrow from others
- Do not write on desks/chairs/furniture or damage school property in any way
- Do not eat food or chew gum in classrooms. You may drink water only.

### Before Leaving Class Rooms

- At the end of the lesson students must remain seated until directed by the teacher to stand for movement to the next class
- Students must clean the desks and floors of all papers, waste etc. before leaving any classroom
- At the conclusion of the last period students should assist in securing windows and leaving room clean.

### SCHOOL PLAN

The School develops its strategic plan every three years, with evaluation and adjustments made on an annual basis. The Plan is underpinned by the Department of Education's School Excellence framework which provides a description of high quality practice in schools. The Plan is developed in consultation with the whole school community and is located on the School's website.

### SCHOOL SONG

In search of wisdom gathered here of girlhood's wealth are we,  
With courage high we mean to try successful each to be.  
The paths of learning we must tread our knowledge to attain,  
In sport as well we must excel to health and honour gain.

Let wise ambitions spur us on, in truth and loyalty  
As far and wide we sing with pride of High School Willoughby  
In years to come when youth has passed,  
And other work we find  
We'll not forget the girls we met,  
Nor teachers wise and kind.

**Chorus:** Our hearts are light,  
Our hopes are bright,  
We'll work in harmony,  
Until with fame,  
Resounds the name  
Of High School Willoughby.

Our colours true of white and blue we'll wear and wave on high  
With pride to show how much we owe to High School Willoughby.



## Section 2: Educational Programs and Opportunities

### SENIOR STUDY FACILITIES

All senior students are required to report to the School Library for study when they do not have a lesson scheduled. Space is limited so all students are expected to respect the learning needs of others and work silently. During periods when there are high numbers of senior students requiring study space in the Library, the Library is closed to all other students and classes.

### SICKNESS AT SCHOOL

If a student feels sick at school, she must report to the front office (with permission from their teacher) and use their student card to enter the clinic. In the event of a student being permitted to go home, her parents/carers will be contacted. She will be given a sick pass and upon her return to school, brings a note from the parent/carer to cover this absence. ***No student is permitted to leave the school grounds to go home or contact their parents directly to pick them up from school.***

### SPECIAL RELIGIOUS EDUCATION

Using a seminar presentation format Special Religious Education operates for at least two periods each term and is available to all students whose parents/carers have indicated that their daughter is permitted to attend.

### SUPERVISION BEFORE AND AFTER SCHOOL

Junior students should not come to school before 8.30 am, unless parents/carers have been informed of special arrangements. Bus times have been negotiated to arrive after 8.30am. A member of the executive is rostered on general supervision each morning between 8.30am and 9.00am. Supervisory back-up is available from the Deputy Principals and Principal. Students are directed not to remain on the school premises after hours unless they are under the direct supervision of a teacher or other instructor approved by the Principal. Parent/carer consent is necessary. There is no staff supervision available for any students after 2.28 pm on Thursdays. There is no supervision of students after 3.20 pm other days except when special arrangements have been made by the staff. The School office is open until 3.30 pm and the Deputy Principals and Principal are usually available for emergency contact at this time.

### TECHNOLOGY

The School has excellent technology resources, much of which has been funded by the P&C Association through parents' annual donations. Desktop computers are located in the school library and some classrooms around the school. There are two designated computer laboratories as well as computers with specialist software located in Music and Visual Arts. Most classrooms contain interactive whiteboard technology.

Students are welcome to bring their own learning devices to school for learning purposes only. The policy, procedures and terms of agreement are located in Appendix 1 Bring Your Own Learning Device Policy, located at the end of this booklet.

## Section 2: Educational Programs and Opportunities

### TERM DATES FOR 2021

TERM 1	27 January 2021	to	1 April 2021
TERM 2	19 April 2021	to	25 June 2021
TERM 3	12 July 2021	to	17 September 2021
TERM 4	5 October 2021	to	17 December 2021

### TEXTBOOKS

All text books are supplied on loan by the school. As these are very costly items, parent/carers are asked to see that they bear the student's name. Books should be covered and treated with care.

### TRAVEL TO AND FROM SCHOOL

In the case of train and bus travel, students are expected to be considerate of the public. They must always behave in such a way as would aid their personal safety and the comfort and convenience of the public with whom they travel. Students risk confiscation of travel passes if they remain seated while paying passengers are standing.

A school travel opal pass is issued to students for their personal use only. It is a criminal offence for a student to permit anyone else to use her travel pass. If a pass is lost, this needs to be reported to the school office immediately. The conditions on the back of the pass, in particular Item 6, are to be read carefully and abided by. Special school buses depart from Keary Street after school each day. Students are not permitted to catch public buses where school specials are available.

Bus timetables and maps of the bus services which operate to Willoughby Girls High may be accessed at [www.sydneybuses.info/schools](http://www.sydneybuses.info/schools). School bus services are sometimes adjusted, especially during February and March, and the website is updated to reflect the changes. Alternatively, call 131500 for information and trip planning.

### UNIFORM

The School uniform is available from the School Uniform Shop.

#### *The value of wearing a School Uniform*

It is beneficial for students to wear a full school uniform at all times where possible. A uniform soon identifies the student with a particular school and gives the girls a sense of belonging to the school population. The Willoughby Community is committed to the wearing of school uniform.

#### *Breaches of Uniform Wear*

Where a student cannot wear any part of the regulation school uniform, a note from a parent/carer should indicate the reason and be presented to the Head Teacher-Wellbeing before school and an "Out of Uniform" pass will be issued. Failure to provide a note/blue pass on request will result in an after school detention. Special cases should always be referred to the Principal.

## Section 2: Educational Programs and Opportunities

### Junior School Uniform: Years 7 – 10

#### Summer:

- Royal blue dress in School Check
- Short white socks covering the ankle
- Black laced college shoes (Sandshoes, sandals and sneakers are **NOT** permitted for safety reasons eg Technology Rooms, Science Laboratories).
- School Hat:* All students are encouraged to wear the hat.

#### Winter:

- A-line pinafore tunic in school check
- Long sleeved white blouse with collar (Knit or other style shirts are **NOT** acceptable)
- Royal blue jumper with V-neck and school crest
- Junior blazer with school crest
- Short white socks covering the ankle or black stockings (with black socks if desired)
- Black laced college shoes
- Royal blue pants (optional)
- White skivvy (optional) under white blouse with long sleeves
- Navy or black scarf (optional)
- Navy or black gloves (optional)
- Black school coat (optional)

### Senior School Uniform: Years 11 and 12

- Royal blue skirt
- White blouse with collar and school letters. (Knit or other style shirts are **NOT** acceptable)
- Senior blazer with school crest
- Short white socks covering the ankle or black stockings
- Black laced college shoes (Sandshoes, sandals, boots, shoes with higher heels and sneakers are **NOT** permitted for safety reasons, eg Technology Rooms, Science Laboratories)
- Royal blue pants (optional)
- White skivvy (optional) under white blouse
- Royal blue jumper with V-neck and school crest
- Navy or black scarf (optional)
- Navy or black gloves (optional)
- Black school coat (optional)
- Tie (Year 12 Prefects only)
- School Hat:* All students are encouraged to wear the hat.

### PE Uniform:

- Royal blue shorts with white polo-shirt with school crest
- White sandshoes, short white socks
- School Tracksuit (Optional)
- School Cap

**Please note:** the school tracksuit jacket is only to be worn during sport or PE. It is not to be worn at other times.

*School Badge:* Available from the school office

No form of jewellery may be worn apart from studs or sleepers where a student has pierced ears. A watch is part of a student's equipment. Where it is necessary for some special form of religious symbol

## Section 2: Educational Programs and Opportunities

or medical tag to be worn, special permission must be sought from a Deputy Principal or Head Teacher Wellbeing. No makeup, nail polish or brightly dyed hair is permitted.

All articles of clothing, personal possessions and shoes should be clearly labelled.

### **VALUABLES**

Students should not carry large sums of money or bring valuables to school. Mobile phones are to be switched off and stored out of sight. Students are advised to keep their electronic learning devices (laptops, iPads, tablets, etc.) safe with the student, in the student's locker or in students' bag and locked away during PDHPE and sport.

If at any time a student must carry a reasonable sum of money or a valuable item, it should be handed into the school office for safe keeping, in an envelope clearly marked with student's name, class and amount.

Lost property should be handed into the school office.

### **WARNING LETTERS**

All students are expected to apply themselves with diligence and sustained effort and to achieve course outcomes, in line with school and Board of Studies requirements. Any student at risk of not fulfilling requirements will have an official school (Years 7-8) or Board of Studies (Years 9-12) warning letter sent home and given an opportunity to improve her performance. Students who continue not to meet course requirements (Years 9-12) after two warnings may not receive an award in that course. Students also risk their Preliminary/HSC Certificates if all mandatory units are not completed satisfactorily. Students who do not satisfy requirements for the Preliminary course cannot proceed to Year 12. Students who do not satisfy requirements across a range of courses may be required to repeat the academic year. Sport (or its equivalent) is mandatory for Year 11.

### **WEATHER – WET OR VERY HOT WEATHER**

On wet days students may go to allocated rooms at recess and/or lunchtime. On very hot days the school oval will be closed and students will have access to classrooms in A Block. At the end of the recess break and/or lunchtime break, all rubbish is to be placed in bins and the room left tidy.

All students are encouraged to wear the school hat and wear sunscreen.

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### ASSESSMENT TASKS, EXAMINATIONS AND NON-COMPLETION YEARS 7-9

It is essential that students present for and/or complete all assessment tasks/examinations. Where a task has not been completed on time the following special procedures will be implemented in all courses in all subjects.

Due to illness/misadventure Where there is no valid reason for non-completion of an assessment task/examination, a zero will be recorded for that task. Where there is no valid reason for late submission of a task, a late penalty of 20% of the total mark awarded per school day will be applied and a zero will be recorded for that task after five school days.

If absent **on the day** of a scheduled assessment (eg, examination, research task, presentation etc), the following will be required in order to decide whether or not a student has a valid reason for non-completion of a task.

- (a) **Prior notification** of absence from the task. Other than in exceptional cases (e.g. accident on the way to school) the school must be contacted by the parent or guardian **before** the task takes place; in person, by phone or email.
- (b) **A written statement/letter (hard copy)** from the student's parent/guardian explaining the absence must be provided. Other official documentation will be required in the case of misadventure.

On the **first day back** at school after the missed task, irrespective of whether the student has a lesson in the subject of the missed task on that day, the student **must see the relevant Head Teacher** (or relevant class teacher) in person to submit this document in the case of assessment tasks, or, in the case of examinations, the student must see the examination coordinator.

Due to leave other than illness/misadventure Leave, for reasons other than illness/misadventure, authorised by the Principal is a valid reason for non-completion of an assessment task/examination. Please see the Attendance/Punctuality section of the Information for Students and Parents Booklet for more information.

Refer to the Junior Assessment Handbooks, issued to Year 9 and Year 10 students, for Stage 5 assessment requirements, and the Senior Assessment and Curriculum Handbooks, issued to Year 11 and Year 12 students, for preliminary and HSC assessment requirements. The Homework Policy in this booklet provides additional information.

## Section 2: Educational Programs and Opportunities

### ASSESSMENT TASKS, EXAMINATIONS AND NON-COMPLETION YEARS 10-12

#### Non-Completion of Assessment Tasks/Examinations

It is essential that students present for and/or complete all assessment tasks/examinations. Where a task has not been completed on time, the following special procedures will be implemented in all courses in all subjects.

#### *Due to Illness/Misadventure*

Where there is no valid reason for non-completion of an assessment task/examination, a zero will be recorded for that task. Where there is no valid reason for late submission of a task, a zero will be recorded for that task.

If absent on **the school day before** and/or **on the day** of a scheduled assessment (eg, examination, research task, presentation etc), the following will be required in order to decide whether or not a student has a valid reason for non-completion of a task.

- a) **Prior notification** of absence from the task. Other than in exceptional cases (e.g. accident on the way to school) the school must be contacted by the student, parent or guardian **before** the task takes place; in person, by phone or email.
- b) **A written statement/letter (hard copy)** from the student's parent/guardian explaining the absence **AND a doctor's certificate stating the medical conditions** must be provided where illness is involved. Other official documentation will be required in the case of misadventure. On the **first day back** at school after the missed task, irrespective of whether the student has a lesson in the subject of the missed task on that day, the student **must see the relevant Head Teacher** (or relevant class teacher) in person to submit these documents in the case of assessment tasks, or, in the case of examinations, the student must see the examination coordinator.

#### *Due to leave other than illness/misadventure*

Leave, for reasons other than illness/misadventure, authorised by the Principal is a valid reason for non-completion of an assessment task/examination. However, it is still the student's responsibility to notify the relevant teacher or Head Teacher of the subject/subjects involved. In the case of examinations, the student must notify the examinations convenor. Please see the Attendance/Punctuality section of the Information for Students and Parents Booklet for more information. The task, or replacement task, must be completed by the student at a time determined by the Head Teacher.

#### *Late arrival on the day of an assessment task (in-class and hand-in tasks)*

School records must show that a student attended a full day of school on the day of an assessment task, as per that student's regular timetable, including Home Room. This is to ensure that no student is advantaged by using additional school time to work on an assessment task. Failure to attend all classes on the day of an assessment task may result in a zero being given for the task.

#### *Absent the day before the assessment task*

Failure to attend all classes the day before the scheduled assessment will result in a 'zero' being given for the task.

Each case involving a missed assessment task will be considered on its merits, for example, in the case of illness, the student must produce a parental letter and a medical certificate stating the medical conditions. A judgement needs to be made before any other arrangements are entered into in relation

## Section 2: Educational Programs and Opportunities

to the assessment task. The teacher and Head Teacher will decide the appropriate course of action in line with the policy and procedures.

***In all cases of a missed assessment task, students must submit an illness/misadventure form (see the Deputy Principal, Head Teacher or back of the assessment booklet)***

Refer to the Junior Assessment Handbooks, issued to Year 10 students, for School Certificate/Stage 5 assessment requirements, and the Senior Assessment and Curriculum Handbooks, issued to Year 11 and Year 12 students, for preliminary and HSC assessment requirements. The Homework Policy in this booklet provides additional information

### **CAMPS**

#### **Year 7 Camp**

The Year 7 Camp is held during the first weeks of school at the Sydney Academy of Sport, Narrabeen. It runs for two days and one night and is designed as a “getting to know each other” opportunity for the Year 7s and staff. It is packed with social and recreational activities, such as canoeing, high ropes course and initiative games, and is always a great deal of fun as well as a valuable experience. Through the duration of the camp, students realise their potential in communication, decision-making, problem-solving, resilience, team building and leadership. All Year 7 students are expected to attend the camp.

#### **Year 8 Ski Trip**

The Year 8 Ski Trip takes place at Jindabyne over two nights and three days. The trip is contingent upon an acceptable number of students attending.

#### **Year 11 Camp**

The Year 11 Camp runs for three days and two nights. The camp gives students an opportunity to consider the changes in the learning environment they will encounter in the senior years and to develop skills to adjust to these changes. These skills will include:

- Time Management
- Study Skills
- Stress Management
- Goal Setting
- Team Building

All Year 11 students are expected to attend the camp.

### **CHARITIES DAY**

In Term 2 each year, Year 12 students, under the leadership of the Prefects, organise a half day event to raise funds for their chosen charity. Year 12 students provide food stalls and activity booths and secret entertainment is arranged for the end of the day. Students are encouraged to dress up in a costume that reflects the theme for the day. The whole school participates in this event.

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### **CLASS ORGANISATION**

Year 7-10 core classes are organised on an extension/parallel class model. In Year 7, students who wish to be considered for the extension class are assessed on a combination of literacy, numeracy and science tests. Other classes in Year 7 are organised on a parallel model of mixed ability. In Years 8-10, English and Mathematics classes are organised separately, allowing the most able students to be placed in the extension classes for each of these subjects. The extension class in Science, PD/H/PE, History and Geography is organised based on a combination of results in each subject. All other classes in Years 8-10 are organised on a parallel model of mixed ability. Students earn their place in the extension classes from year to year based on their overall results in assessments and examinations. There are no lower ability classes.

This model allows for gifted and talented students to be academically extended through their placement with students of similar ability.

### **COMPUTER ACCESS**

Willoughby Girls High School is a BYOLD (Bring Your Own Learning Device) school. All students, therefore, should come to school every day equipped with a fully charged learning device for all of their lessons. Parents are asked to ensure their daughters have an approved learning device and that they bring it to school every day for classes. In addition, WGHS has over 400 computers, including 30 tablets for use in the library, dedicated for student use. Each computer has access to online resources and multimedia encyclopedias. The School has two computer laboratories and banks of computers in the Library. The school uses MS Office as the main word-processing and document creation tool. Students are able to use the computers in the computer rooms during nominated lunchtimes. All students receive an individual account on the network that allows them access to a secure location to store their files.

At the beginning of each year every student's account will be accredited with 50 credit points for printing; the equivalent of five dollars' worth of printing. This amount is reflected in every student's school contribution. Where the school contribution has not been paid, a five-dollar charge applies for those students wishing a fifty-page credit to print within the school. Additional credit may be added by the student to their student ID card in the library. Unused funds from previous years will not accumulate.

Students are able to look up their balance at any workstation within the school, giving students the ability to keep up to date and ensure their account is always in credit.

It is the students' responsibility to maintain a creditable balance to ensure they are able to print when needed for classroom activities, especially assessment tasks.

### **COMPUTING COURSES**

Information and Software Technology (IST) is offered as a course in Years 9 and 10, and is one of the most popular electives. In IST students learn skills which will be beneficial to their work across all of their subjects. Whilst developing these skills students will produce music clips, graphics, websites,



## Section 2: Educational Programs and Opportunities

databases and videos. They learn about computer networks, artificial intelligence, robotics and how to code using a number of programming languages.

1. The School also offers two senior courses in computing:  
Software Design and Development (development of programs and games, Apps, Emerging Technologies)
2. Information Processes and Technology (Project Management, Multimedia, Databases and Information Systems)

Students are invited to sit the Australian Computing Studies competition (Years 7 -10) and apply for the National Computer Science School (Years 10 -11), both of which are held annually.

### DEBATING AND PUBLIC SPEAKING

Opportunities are offered to students to represent the school in a variety of Debating and Public Speaking Competitions. After school coaching sessions led by external coaches are available for interested students. In addition to the Department of Education and Communities competitions for Years 7-12, there are in-school competitions for Years 7 and 8, as well as external competitions, such as the Macquarie Debating Cup, and Speech Competitions organised by Legacy. Opportunities are advertised in English classes, the Daily Messages and Newsletters.

### CURRICULUM YEARS 7 - 12

Willoughby Girls High School is a comprehensive girls' high school offering a broad balanced curriculum, which caters for a wide range of interests and abilities across Years 7 to 12.

In Years 7 and 8 students study compulsory subjects from each of the Board of Studies eight Key Learning Areas as they progress towards the award of a Record of School Achievement.

Key Learning Area	Subjects Studied in Years 7 & 8
English	English
Mathematics	Mathematics
Science	Science
Human Society & Its Environment	History (Year 7)      Geography (Year 8)
Technological & Applied Studies	Technology
Languages Other Than English	French, Japanese (Year 8 only)
Creative Arts	Music      Visual Arts
PD/Health/PE	PD/Health/PE      Sport

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In Years 9 and 10 students study the following mandatory core curriculum:

Key Learning Area	Subjects Studied in Years 9 & 10
English	English
Mathematics	Mathematics
Science	Science
Human Society & Its Environment	Geography History
PD/Health/PE	PD/Health/PE Sport

In addition, students must choose three (3) elective subjects from any of the following:

- Commerce
- Information and Software Technology
- Design & Technology
- Drama
- History Elective
- Food Technology
- French
- iSTEAM
- Japanese
- Music
- PASS
- Photographic and Digital Media
- Textiles Technology
- Visual Arts
- Visual Design

The Senior Years 11-12	
Extension courses are offered in English, Mathematics, History, Music and Languages Other Than English. Vocational Education & Training (VET) options are indicated below.	
Ancient History Biology Business Studies Chemistry Community & Family Studies Design & Technology Drama Economics English Advanced English Standard English EAL/D English Extension 1 and 2 Food Technology French Geography History Extension Hospitality VET	Information Processes & Technology Japanese TAFE courses Legal Studies Mathematics Mathematics Extension 1 and 2 Mathematics Standard Modern History Music 1 and Music 2 PD/Health/PE Physics Science Extension Society & Culture Software Design & Development Sport Textiles & Design Visual Arts

## Section 2: Educational Programs and Opportunities

### **DRAMA**

Drama electives are offered in Years 9-12. Excursions to live productions and opportunities to participate in drama camps and Theatresports competitions are made available. Interested Years 7 and 8 students, who are willing to devote time and energy to rehearsal, will be eligible for membership of the Junior Drama Ensemble, formed in Term 1 each year. It is envisaged the ensemble will compete in Eisteddfod's and perform in Dance and Drama nights. In the process of devising and rehearsing pieces for performance, students will be developing their performance skills. This will benefit those keen to study Drama in later years and/or audition for the School's major performing arts production, which is held every two years. Notifications of auditions will be in Daily Notices and Newsletters.

### **DUKE OF EDINBURGH**

The Duke of Edinburgh Award Scheme is one of the most popular extra-curricular activities offered at Willoughby Girls High School. Students commence their Bronze Awards in Year 9 and have the opportunity to achieve their Silver and Gold levels in the following years. Students must complete four sections in order to gain an award including a Service, a Skill, a Physical Recreation and an Expedition. Expedition camps are organised each year in the nearby National Parks. Any student aged 14 years or over is able to access the program. A meeting of interested students is held at the commencement of each year and advertised in the daily messages.

### **ENGLISH**

English is the only compulsory subject in Years 7 to 12. In addition to the core curriculum, the English Faculty offers many extra-curricular activities. These include the National English Competition, a theatre excursion program, short film festival, debating and public speaking, entry into local and state young writers' awards (e.g. The Sydney Morning Herald Young Writers' Award, the Stanton and Mosman Young Writers' Awards) and National Literacy Awards. More information about these opportunities can be found in the Daily Notices, Newsletters and through English classes.

### **ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EALD)**

English language enrichment classes are available before school for any EALD students requiring additional assistance. Specialist EALD teachers work with teachers and students in their regular classes to ensure EALD students' language skills are developed.

### **EXTENSION STREAM, YEARS 7-10**

Students undertake several tests during the first few days of Year 7, providing an opportunity for students to be placed in the extension class. Students earn their place in extension classes from year to year.

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### **FESTIVAL OF CREATIVE ARTS**

Held during term three each year to celebrate the work produced by Music, Visual Arts and Photographic & Digital Media students, this event comprises of an exhibition and HSC music performance evening.

The exhibition showcases HSC Visual Arts students' bodies of work, artwork produced by Years 7 to 11 Visual Arts students and Years 9 and 10 Photographic and Digital Media students. Parents and friends are invited to the opening night, which is formally opened by an invited guest speaker. In conjunction with the exhibition, Year 10 students participate in a portrait Prize and Year 9 students participate in a Landscape Prize.

The music performance evening showcases the work of HSC Music 1, Music 2 and Music Extension students. It is held on a different night in the Multi-Purpose Hall. Parents and friends are also invited to this evening.

### **GIFTED AND TALENTED PROGRAMS**

The School's Gifted & Talented Program identifies students with special gifts and talents and provides a wide range of curriculum opportunities to stimulate and develop their individual gifts and talents, including extension classes 7-12.

The program is co-ordinated by a team of staff from all faculties, with interests and experience in designing and implementing programs for individuals and groups of students. Activities include:

- Year 10 Portrait Prize
- Music and Drama Camps
- Australian Maths Challenge for Young Australians (May), Australian Maths Enrichment Stage for Young Australians (April to September) and Australian Mathematics Olympiad (August)
- The Minister's Young Designer Awards
- Year 9 Landscape Prize
- Year 10 Visual Arts and Year 10 Photographic and Digital Media Workshops
- Music Tour
- Mock Trial Competition
- Year 11 Biology, Chemistry and Physics Olympiads

### **HISTORY**

The History Program for junior History involves a variety of enjoyable activities and learning experiences. In Year 7, students study the Ancient and Medieval worlds, building literacy and source work skills in their History Portfolio and developing their research abilities. These students also enjoy a rollick through medieval times on Medieval Day when, apart from other activities, they dress up in Middle Ages garb and enjoy a feast reminiscent of the times. In Year 9 students study the Movements of Peoples including slaves and convicts, as well as the examination of the World Wars. In Year 10 students explore Rights and Freedoms in Australia as well the Cold War and Tiananmen Square event. In the senior years, students have the opportunity to further their studies in History through undertaking Modern, Ancient or Extension History. They can also select to study a sociological and cultural studies course called Society and Culture. The History faculty offers the potential for senior History students to participate in a historical studies excursion to Europe.

## Section 2: Educational Programs and Opportunities

### **HOMEWORK POLICY - LEARNING BEYOND THE CLASSROOM**

Beyond the classroom learning is a valuable part of schooling. It allows for practising, extending and consolidating work undertaken in class. Beyond the classroom learning provides training for students in planning and organising time and develops a range of skills in identifying and using information sources. Additionally, it establishes habits of study, concentration and self-discipline. These qualities are essential for students to become independent and self-directed learners.

At Willoughby Girls High School each subject area has different expectations of what work students should complete at home. Work done at home links directly to what students are learning in classes and in many cases, this involves pre-reading or viewing of material in preparation for class, finishing off work not completed in class, ongoing assignment work, preparation for tests, examinations and in-class assessments.

Students need to practise skills regularly. In all subjects, students benefit from revising and reviewing work covered in class each day. Students should also engage in at least 30 minutes reading for pleasure every night. This is a suitable bed time or pre-sleeping activity and students should read a book or ensure their electronic devices are on the night setting.

The amount and complexity of school work undertaken at home will progressively increase as students move from Year 7 through to Year 12. However, it is important that home study is balanced with other commitments such as family time, a hobby, creative or performing art, part-time employment, time spent with friends, physical exercise and rest.

All students are encouraged to plan well ahead for assignments, projects and assessment tasks, all of which are listed on the school's calendar. Planning ahead and regularly spending time working on long term tasks will avoid overload and stress at times when several tasks are due at the same time.

(Please note that this policy is based on the Department of Education and Training Homework Policy.)

### **iSTEAM**

Stage 5 iSTEAM elective subject (integrating Science, Technology, Engineering, Art & Mathematics) in the Years 9 and 10 will provide the opportunity for students to develop their problem solving and analytical thinking skills to make engineered design solutions. The subject utilises practical and inquiry based learning techniques designed to challenge, engage and extend students. Students are guided and mentored to utilise and extend their cross-disciplinary understandings, including mathematical thinking and scientific understanding and literacy, as well as using a range of tools, techniques, processes and technologies, to explore and develop their optimum design solution for specific criteria.

Students should have an interest in Science, Technology, Engineering, Visual Arts and Mathematics. They must also be willing to apply the Habits of Mind in a learning, practical environment.

## Section 2: Educational Programs and Opportunities

### LANGUAGES

All students in Year 8 study a language other than English - either French or Japanese. Students must study one of these languages for the entire year in Year 8. In Years 9-12 students may elect to study French and/or Japanese for Background Speakers. Students in Years 9 and 10 Japanese will take part in a video-conferencing program with a junior high school in Nagoya, Japan. All Languages students also have the opportunity to extend their language skills by entering the ACER Languages Competition.

### LEADERSHIP OPPORTUNITIES

#### Environmental Education Group

In 2015, an Environmental Education Group was established for students interested in leading environmental sustainability and education programs within the school and the community. Students meet fortnightly and are working to establish initiatives to reduce waste and improve the efficient use of resources on the school site and in the homes of students. The group is supported by the environmental education unit at Willoughby Council and a range of non-government organisations. Membership of the group is open to all.

#### House Captains

House Captains play a very important and respected role within the school. They promote, motivate and encourage students to engage in physical activities of all types. They are role models that exemplify positive school culture and lead by example, showing leadership and determination to challenge students to meet sporting and personal goals. During sporting carnivals, they remain vocal and passionate about supporting House spirit. They create opportunities for students to engage in activities and or cheer on their House. House Captains are also involved in running lunchtime activities such as Dodgeball, as well as hosting the Jump Rope for Heart jump off.

#### Prefects

Prefects are the most senior student leaders in the school. It is expected that their conduct, attendance and application will be worthy examples for all to follow. The Prefect Team is led by the School Captain. She is aided in this role by the Vice Captain and the Senior Prefect. The Principal guides, assists and monitors the team in the implementation of their activities.

Prefects are responsible for leading certain projects in the interests of school improvement and their own personal development. In addition, Prefects are required to assist with special events and communications and are responsible for organising Year 12 matters. Prefects are elected by their peers and staff during Term 3 and take up their office as of the beginning of Term 4.

#### Social Justice Committee

Social Justice League is a student-led group eager to establish an understanding of the current domestic and global issues that concern the human rights of all citizens. Student's work together to educate peers about these issues and to support people and groups within our local communities and abroad. Student's coordinate a number of initiatives and fundraisers throughout the year to raise awareness of local and global issues such as poverty, homelessness and access to healthcare and education. Charities supported have included Share the Dignity, The Cova Project and the Cathy Freedom Foundation.

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### **Student Representative Council**

The Student Representative Council (SRC) is a student-run group, which acts in the best interests of all students at WGHS. Each year in September, three or four students from each year are elected by their peers to represent them. Year 7 representatives are elected early in Term 1. The executive of the SRC consists of the President, the Treasurer and the Secretary. The SRC organises events, such as a mufti day to raise funds to provide improved amenities for all students. Each year group is responsible for fund-raising for a worthy charity. The SRC liaises between the students and staff, particularly the Principal. The school SRC is also represented at district level, an experience which the students find rewarding.

### **LEARNING AND SUPPORT PROGRAM**

The School has a learning and support team which assists with the identification, collection and analysis of data and development of learning plans for students with additional learning needs. There is also a learning and support teacher who works with teachers of students requiring additional assistance, particularly in Years 7 and 8. Students are assessed on their entry into Year 7 and/or identified by teachers or parents. Those with learning needs are assisted within their classes through their personalised learning plans.

### **LITERACY PROGRAM**

The Literacy Program involves all teachers in the school incorporating literacy strategies, for effective, reading, writing, speaking and representing into their programs.

A wide reading program is completed by all Year 7 – 10 students through English classes. The aim of the program is to encourage reading for pleasure, build a reading habit and to introduce students to more challenging fiction. Students reading competency is paramount in their successful academic achievement in all subjects through to the HSC and beyond. Reading for pleasure is the most effective way of improving reading competency. Contact the Head Teacher English or Principal for information about the literacy program.

### **MAJOR PERFORMING ARTS PRODUCTION**

The School produces major performing arts productions, every second year. The Music and English Departments produce and direct the productions. Recent productions have included *Into the Woods*, *Annie*, and *Chicago*. Auditions are usually held for the principal roles in Term 4 prior to the year of performance. Rehearsals are held after school and during term holidays. All students are invited to audition for roles. Information is provided in the Daily Notices and Newsletters.

### **MATHEMATICS AND NUMERACY**

Mathematics in secondary school consists of 3 stages.

Stage 4: Years 7 and 8

Stage 5: Year 9 and 10, in 3 strands

5.1 Standard level – the fundamental skills

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5.2 Intermediate level involving core skills

5.3 Advanced level involving high level skills

Stage 6: Years 11 and 12

Mathematics Standard

Mathematics Advanced

Mathematics Extension 1 (by invitation only)

Mathematics Extension 2 (commencing Term 4 of Year 11, by invitation only)

Year 7 classes are parallel, Year 8 classes are graded according to Year 7 overall assessment results however all students study the same content. Year 9 students are allocated into the pathways according to their Year 8 overall assessment results. Year 10 remain in their Year 9 classes, unless circumstances indicate a need to change.

Mathematics in Year 11 is highly advantageous to those who wish to undertake certain tertiary studies. Students desiring to study Mathematics in Stage 6 must have completed at least Stage 5.2 Mathematics. Stage 5.3 is the prerequisite to Mathematics Advanced and Mathematics Extension 1.

### **MENTOR PROGRAMS**

The teacher/student mentor program is available as an option for Year 12 students. A teacher mentor can support a student to develop the values, attitudes and behaviours needed to persevere with school work and provide guidance throughout the HSC year. Teacher mentors and Year 12 student mentees meet on a fortnightly basis and discuss skills such as goal setting, time management/organisational skills, stress management etc.

The RAISE program is another mentor program which is offered to select Years 8-9 students. This program involves a one on one weekly meeting with a trained community mentor. It is designed to provide further support to students from another trusted adult.

### **MERIT AWARD SCHEME**

WGHS values learning and encourages each girl to strive to achieve her best. Individual progress and outstanding achievement is recognised and rewarded through the attainment of Bronze, Silver and Gold Merit Awards.

#### *Level 1 Bronze*

Bronze Awards are issued by teachers throughout each semester for worthy achievements.

#### *Level 2 Silver*

These certificates are awarded after a student has accumulated five or more Bronze Awards in one semester. Students who achieve four Bronze Awards in each semester are eligible for a Silver Award. Silver Awards are awarded each half-year during the Silver Merit Award Assembly. The assembly is followed by morning tea for recipients and their guests.



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### *Level 3 Gold*

These certificates are awarded at the Presentation Day Ceremony. Students who receive one Silver certificate in each semester are eligible for a Gold Award. These certificates are awarded for outstanding effort in a range of endeavours over the year.

### **Outstanding Commitment to Learning**

Students who are identified in Semester Reports as demonstrating consistently positive attitudes and active commitment to learning, will receive a gold sticker on their reports. Students who receive two gold stickers in a year receive a special award.

### **MULTICULTURAL DAY**

A Multicultural day is held each year to celebrate the cultural diversity of the school. At lunchtime there are food stalls offering tastes of different cuisines, games and fun activities from around the world, as well as a national costume competition.

### **MUSIC**

The School offers elective Music in Years 9-12 and extra-curricular opportunities are provided for interested and skilled students. The Music Committee, a sub-committee of the P&C, supports a program of bands and ensembles employing professional conductors. The Music faculty also offers opportunities for students to develop their performance skills by joining various ensembles run by the music teachers. Students can be in more than one program. Music camps, tours and school and public performances are part of the extra-curricular program in Music.

### **PEER SUPPORT PROGRAM**

The Peer Support Program is based on the principle that at every level and in every age group in society, people absorb information and values from each other. Peer Support and positive peer influence are introduced into the school community by training Year 9 students during Term 4 to act as group leaders in Year 10 to incoming Year 7 students.

The Peer Support Program helps children live with more direction. It gives Year 10 students opportunities for self-development and provides Year 7 students with a supportive environment in which to develop their own individuality. The Head Teacher Wellbeing and Peer Support Coordinator are the contacts for this program.

### **PEER TUTORING – “POWER HOUR” HOMEWORK CLUB & PEER READING**

A peer tutor reading program has been conducted for several years. A small group of Year 11 students are trained to work with Year 7 students, who have additional learning needs, during the daily home room period, assisting with the understanding of an authentic text. The program is coordinated by the Learning and Support teacher.

The program provides an opportunity for the senior students to develop a supportive relationship with a younger student. The Year 7 students also benefit from the program through gains in reading ability

## Section 2: Educational Programs and Opportunities

particularly in comprehension and vocabulary, because their learning is supported by a senior member of the school community.

The homework club is a program that is offered three afternoons per week in the library. A group of Years 9-10 peer tutors assist the select group of 30 students (Years 7-8) with homework tasks, reading, time management and organisation. A teacher is also present during these sessions for assistance and supervision. This program provides an opportunity for the Years 9-10 students to develop leadership skills, support their Duke of Edinburgh program and to participate in their school community. The program also provides support for the younger students in their transition into secondary school.

### **PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION**

Personal Development, Health and Physical Education (PDHPE) contributes significantly to the cognitive, social, emotional, physical and spiritual development of students. It provides opportunities for students to learn about, and practise ways of, adopting and maintaining a healthy, productive and active life. It also involves students learning through movement experiences that are both challenging and enjoyable, and improving their capacity to move with skill and confidence in a variety of contexts. It promotes the value of physical activity in their lives. PDHPE is mandatory for all students in Years 7-10.

### **PHOTOGRAPHIC AND DIGITAL MEDIA**

The Visual Arts faculty offers students the opportunity to study Photographic and Digital Media (PDM) in Years 9 and 10.

In PDM, students focus on traditional photographic techniques during Year 9 and then develop art making practices using digital components in Year 10. Students attend excursions to different exhibitions each year that relate to photographic and digital media to help them develop their photographic and digital practice.

### **REPORTING STUDENT PROGRESS**

Reports are issued half-yearly and yearly. These reports include a teacher comment, an indication of progress in relation to course outcomes and learning habits, and marks. Students who are not meeting course requirements may receive a warning letter. Students who do not significantly improve their performance will have this indicated on their report. As a result, a student may be ineligible to progress or to be awarded a course result, a Record of School Achievement or a Higher School Certificate.

### **SCHOOL ENGAGEMENT – STRATEGIES FOR TRANSITION FROM SCHOOL TO WORK**

The intention is to prepare students for the transition from school and other education pathways into the work place. During the Year 10 Careers Program all students undertake Work Experience for one week and this forms part of their individual School to Work planning. Students should seize upon this opportunity to experience a profession or vocation to which they aspire and discover whether their

## Section 2: Educational Programs and Opportunities

expectations match reality. In preparation for Years 11 and 12, students participate in Taster Week to determine the most appropriate package of subjects to meet their university/TAFE/career aspirations. At the culmination of the school year, Year 10 students participate in the Simulated Interviews after the completion of the Yearly Examinations. All students are interviewed by Northbridge Rotarians after preparing a resume, application letter and assembling a portfolio, and are assessed on interview skills and presentation.

### SCIENCE

Students participate in several extra-curricular activities that may include the ICAS Science Competition, Australian Chemistry Quiz 11-12 and the Olympiads in Physics, Chemistry and Biology. A 'hands-on' reptiles experience allows Year 7 students to appreciate the delicate balance in natural communities. Excursions are held in each year, for example the Year 10 'Physics is Fun' Luna Park excursion, the Year 12 ANSTO Physics excursion and the Year 11 Biology field trip. The Sustainability Garden Project was introduced in 2014, allowing the students to perform various investigations and grow their produce based on the results obtained from their Individual Research projects. The purpose of this project is to promote greater awareness of sustainability, increase understanding of our environment, and enhance studies in Biology across all year groups. The Blue Print Science Club engages the girls in discussions of genetics issues to pursue their science interest.

### SOCIAL SCIENCE

The Social Science faculty provides the mandatory Geography course to students in Years 8, 9 and 10. Students will take regular fieldtrips in Geography to enrich their experience of learning and these will include the local sites of Fern Tree Gully and the Chatswood CBD. Students can choose to study Commerce as an elective in Years 9 and 10. Commerce increases financial literacy and challenges students with real world problems from the commercial, legal and political domains. In Years 11 and 12, the Social Science faculty offers a diversity of subjects including Business Studies, Economics and Legal Studies.

### SPORT

Sport is an essential part of Willoughby Girls High School's total curriculum. It provides opportunities for physical and social development, while also encouraging sportspersonship and healthy attitudes to leisure pursuits and recreation. Research has shown that regular participation in physical activity during childhood and adolescence improves students' learning, builds their understanding of teamwork and improves their general fitness and skill levels.

The School follows a traditional sport program for students in Years 9, 10 and 11 where students participate in a range of recreational and team sports on Wednesday afternoon, supervised by school teaching staff. Often, instructors are available to take many of the recreation sports. During winter, students may join school Grade teams, which compete against the five other public high schools in the North Shore zone. In Years 7 and 8, students experience an integrated sports program conducted by specialist physical education teachers during PDHPE classes in the mainstream timetable. This program focuses largely on skill development and team skills through team sports. There is some exposure to individual sports.

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The School also provides opportunities for all students and staff to participate in traditional sporting carnivals at a school level. These include swimming, cross country and athletics carnivals. Further representative opportunities at Zone, Regional and Combined High Schools (CHS) levels are available for students who excel in these areas. Opportunities to participate in state-wide CHS knockout competitions are also available to students. Gala days are organised for Year 7, under the auspices of the North Shore Sports Zone, to provide further skill development and team experience in a competitive format against schools which belong to the zone.

Grade sports include Open Basketball, Open Volleyball, Open Touch Football, Senior and Junior Soccer and Senior and Junior Netball.

Recreational sports can include Ten Pin Bowling, Fitness First, Zumba, Badminton, Yoga, Personal Training, Cheerleading, Tennis, Bushwalking, Taekwondo.

### TECHNOLOGY AND APPLIED STUDIES

The Technological and Applied Sciences Department offers students at WGHS an opportunity to study Technology in Years 7 and 8. In Years 9 and 10 they may then elect to study Design and Technology, Food Technology and Textiles and Design. In the senior school (Years 11 and 12) students may select Design and Technology, Food Technology, Textiles and Design, Hospitality VET and Community and Family Studies.

Any exemplary projects developed by students in this area are displayed on Open Night. The TAS Faculty also holds a *TAS Showcase* in Term 4, which is an exciting event in which all students of TAS are invited to participate.

Students are often invited to enter their work in district and state school competitions, such as the Minister's Young Designer Award for Year 7 and 8 students, the Australian Wool Fashion Awards and the Design Tech exhibition at the Powerhouse Museum. HSC Design and Technology and Textiles and Design students may be invited to display their Major Design Projects each year.

### VISUAL ARTS

Students can study Visual Arts from Years 7 to 12 at Willoughby Girls High School. All students in Years 7 and 8 must study Visual Arts as part of the curriculum and from Years 9 to 12 they may choose the course as one of their electives. The Visual Arts faculty provide students with many opportunities to extend their art experiences through activities such as; the *Festival of Creative Arts Exhibition*, entering student competitions and exhibitions, attending excursions to art galleries and exhibitions space, participating in art workshops and making art during lunch breaks.

Students studying the Visual Arts courses attend excursions to; the Arts Gallery of NSW to view the Archibald, Wynn and Sulman Prizes and the permanent collection, The Museum of Contemporary Art, Sculpture by the Sea and the National Trust's S H Irving Gallery.

## Section 2: Educational Programs and Opportunities

### **WELLBEING DAY – Year 12**

An intensive wellbeing day for Year 12 students takes place early in Term 1 in preparation for the HSC. The day focusses on school/life balance, life beyond the HSC and developing a growth mindset.

The day's sessions include:

- A question and answer discussion with students from previous years' HSC groups and various women in the community.
- Goal setting and growth mindset
- Mindfulness/meditation

# Appendix 1

## *Student Bring Your Own Learning Device (BYOLD) Guidelines*

### **1. Introduction**

- 1.1 This document provides advice and direction to staff, students, parents and carers about the use of personal mobile electronic learning devices at school.

### **2. Key Principles**

- 2.1 The term “device” in these guidelines refers to any personal mobile electronic device.
- 2.2 Schools allow students to bring their own devices to school for the purpose of learning and provide access to the Department of Education and Communities’ (DEC) network.
- 2.3 The School will provide internet access to the DEC wireless networks at no cost to students enrolled in NSW government schools at DEC sites.
- 2.4 Students are responsible for the care and maintenance of their learning devices including data protection, anti-virus software and battery charging.
- 2.5 The School will not accept any liability for the theft, damage or loss of any student’s learning device. Students who bring their own learning devices onto the school’s premises do so at their own risk.
- 2.6 Schools are not obliged to provide hardware or technical support for devices.
- 2.7 Students and their parents/carers must complete and return a signed ICT Agreement prior to connecting to the School’s network.
- 2.8 Where the school has reasonable grounds to suspect that a device contains data which breaches the ICT Agreement, a member of the teaching staff may inspect the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken, including referral to the police. School disciplinary procedures will be followed.

### **3. Student BYOLD Agreement**

- 3.1 Prior to using their devices, students must return a signed “ICT Agreement”. This agreement must be signed by the student and by a parent/carer. If a student is living independently of their parents and is 18 years of age or more, there is no requirement to obtain the signature of a parent.
- 3.2 It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Learning Device (BYOLD) Policy and relevant policies, prior to using their own learning device at school.
- 3.3 The student ICT Agreement is a document with the purpose of acknowledging acceptance and agreement of the terms associated with the acceptable use of ICT within the school, including the use of devices consistent with the BYOLD Policy and Guidelines.

## Appendix 1

### *Student Bring Your Own Learning Device (BYOLD) Guidelines*

- 3.4 By accepting the terms, the student and parents/carers acknowledge that they
- Agree to comply with the conditions of the ICT Agreement; and
  - Understand that noncompliance may result in the student being subject to school disciplinary procedures.
- 3.5 Student ICT Agreements will be retained for future access.

#### **4. Cost to Students**

- 4.1 Internet access at the School through the Department's network will be provided at no cost to students enrolled in NSW Public Schools.
- 4.2 Access to consumable resources, such as printing, will incur additional cost to the student.
- 4.3 Where students have a device with access to a personal network connection, the School is not responsible for any data usage costs incurred by the student while using the device at school.
- 4.4 For families suffering genuine financial hardship, where access to the BYOLD device will be difficult in the short term, parents/carers should contact the Principal.

#### **5. Student Responsibilities**

- 5.1 Students are solely responsible for the care and maintenance of their devices.
- 5.2 Students are responsible for managing the battery life of their learning device and acknowledge that the school is not responsible for charging their learning devices. Students should ensure that their devices are fully charged before bringing them to school. The School is not responsible for providing facilities for students to charge their learning devices.
- 5.3 Students must have a supported operating system and current antivirus software installed on their learning device and must continue to maintain the latest service packs, updates and antivirus definitions.
- 5.4 Students are responsible for ensuring relevant school approved applications are available on the device to support learning while at school.
- 5.5 Students should not attach any school-owned equipment (headphones, video camera, etc.) to their devices without the permission of a teacher.
- 5.6 Students are responsible for securing and protecting their learning device, both during school and during travel to and from school. This includes using protective/carry cases and exercising caution when storing the learning device. The School is not required to provide designated or secure storage locations.
- 5.7 Students are responsible for ensuring the operating system and all software on their device is appropriately licensed.
- 5.8 Parents/carers are responsible for taking out any insurance coverage for their device to recover costs for accidental damage, theft or loss.

# Appendix 1

## *Student Bring Your Own Learning Device (BYOLD) Guidelines*

### **6. Damage and loss**

- 6.1 Students bring their learning devices onto the school site at their own risk.
- 6.2 In case of malicious damage or theft of another student's device, existing school procedures for damage to the school's or another student's property apply.

### **7. Technical Support**

- 7.1 NSW DEC staff are under no obligation to provide any technical support on either hardware or software relating to the student's personal device.
- 7.2 NSW DEC provides a filtered, secured network for students where possible.
- 7.3 Parents need to be aware that if they provide their child with a learning device with personal network connection, the school is unable to filter, log and monitor the student's usage while connected to that network.

### **8. Long-term care and support of BYOLD**

- 8.1 Students are solely responsible for repair and maintenance of their own learning device. It is not the school's responsibility.
- 8.2 Warranties: Students should understand the limitations of the manufacturers' warranty on their device, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the learning device will be replaced.
- 8.3 Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty from the supplier/manufacturer of their learning device, during which any manufacturing defects that may occur will also be repaired.

### **9. Insurance**

- 9.1 The DEC does not provide any insurance cover for students' personal devices, even if the damage or loss occurs while at school.

### **10. Acceptable use of BYOLD devices**

- 10.1 Students should use their device in a responsible manner while at school for school related educational purposes, whether inside or outside of the classroom. The use of a device in the classroom is at the discretion of a teacher and must not disrupt a class in any way.
- 10.2 Using the DEC network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.



## Appendix 1

### *Student Bring Your Own Learning Device (BYOLD) Guidelines*

- 10.3 Students shall not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the DEC, its Information Technology Directorates or the School.
- 10.4 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 10.5 Mobile phone voice and text, SMS messaging or instant messaging use by students during class time may occur only with staff approval.
- 10.6 Students must not take photos or record sound or video at school without the consent of individuals recorded or it is part of an approved lesson.
- 10.7 Students shall comply with DEC or School policies concerning the use of BYOLD at school and while connected to the Department's network including the Online Communication Services – Acceptable Usage for School Students Policy.
- 10.8 The Principal retains the right to determine what is, and is not, appropriate use of BYOLD at the School, within the bounds of NSW Privacy Laws and other legislation.
- 10.9 The consequences of any breaches of this policy will be determined by the Principal, in accordance with the school's welfare and discipline policies.

#### **11. DEC Technology Standards**

- 11.1 Prior to purchase or using an already purchased device, parents and students should be made aware of the following technology standards required for devices used within schools:
  - The DEC wireless network installed in high schools only operates on the 802.11n 5GHz standard. Devices with 802.11 a/b/g or 802.11n 2.4GHz only will not be able to connect.
  - The battery life on the device should be capable of lasting 5 hours minimum of constant use without charge
  - Device hardware specifications must meet the minimum specifications of the operating system and all applications.
  - The device should have a currently supported operating system.
  - Software should include applications for word processing, spread sheets, databases, video, image and audio editing, browsing the Internet, and multimedia presentations.
  - Students should be familiar with the use of these applications.
- 11.2 Other considerations when purchasing a device include:
  - Extended warranty
  - Device insurance
  - Protective casing (scratch/impact/liquid-splash resistant)
  - Additional or spare battery packs
  - Ergonomics
  - Backup storage such as portable hard drive or USB flash drive
  - Wireless mouse and/or stylus

## Appendix 1

### *Student Bring Your Own Learning Device (BYOLD) Guidelines*

#### **12. Security and device management process**

12.1 The School will implement on its infrastructure:

- Strong passwords on the portal
- Data and network traffic encryption
- Privacy controls
- Internet filtering
- DEC technology infrastructure security
- Student cyber safety.

#### **13. Monitoring process**

13.1 The School will regularly review existing policies and processes to facilitate the operation of the BYOLD Policy and Guidelines where appropriate.

Relevant school executive/personnel will ascertain the appropriate channel of communication response to parents and others depending on the issue at hand.

***Further information about the BYOLD policy and device specification advice can be found at:***  
<http://moodle.wghs.nsw.edu.au/>

## Appendix 2

### *Mobile Phone Policy and Rules*

Willoughby Girls High School has very strict rules regarding the use of mobile phones at school.

Generally, mobile phones are not to be used during school time for any purposes. Exceptions can be made if students ask the teacher's permission to use her phone for a learning purpose in the classroom. Bring Your Own Learning Device encourages students to bring a laptop, iPad or tablet to school. These are appropriate devices on which to make notes, search the internet and engage in independent or collaborative learning as directed by the teacher.

Students must not use mobile devices at all in the playground during breaks – this includes phones, iPads, laptops, tablets. If a student must use her learning device (iPad, laptop, tablet) during breaks she can do so in the library.

Before school, recess, lunch and after school are times students should rest their brains and engage socially with friends. Texting or communicating via social media disconnects people from each other. Genuine interpersonal communication includes tone of voice, facial expression and voice expression. It is too easy to be unkind or inappropriate to others when not looking at them. It is also too easy to misunderstand the intention of some messages received via social media.

Students are not permitted to make contact with any person via mobile phone or social media during school hours – this includes contacting parents, other students or people outside the school. This is for students' personal safety. The school should know where students are at all times and who they are in contact with. Parents expect that we keep students safe from possible inappropriate contact in cyberspace.

If a student is sick or upset, she needs to inform a teacher so the school can ensure she is properly cared for. If necessary, the school will contact parents.

Students are not to use headphones during the school day. Students are expected to engage in the lesson during class time. There are some exceptions, such as when students are required to engage in independent listening in subjects such as languages, music or computing lessons. Multitasking is a myth – no human can focus on two things at once and do them both well. This has been well researched and the conclusions drawn are fairly consistent.

Students need to be able to hear what's going on around them and demonstrate awareness of other people. This can be a safety issue. Courtesy is another reason for this rule– having earphones in means students are not connecting with others in the room or playground.

Students must only ever access the Internet via the school's WiFi – mobile phones usually use 3G or 4G which bypass the Department of Education internet security. Bypassing this is in breach of the technology agreement all students and parents have signed and in breach of school and Department of Education policies.

Every student signed a technology agreement on enrolment. The agreement places responsibility on the individual student to follow the rules. Breaking these rules will result in detentions and in some cases, confiscation of the student's device. Your teachers will be monitoring this and all students are expected to follow their instructions.