

Williamstown High School



STUDENT'S NAME: _____

ORIENTATION DAY
FORM: _____

ROOM: _____

WILLIAMSTOWN HIGH SCHOOL

Corner - VERDON & PASCO STREETS,
WILLIAMSTOWN. 3016.

PRINCIPAL : MR. A.J. FAGAN B.Sc., B.Ed., M.A.C.E.

DEPUTY PRINCIPAL : MR. R.L. SMITH B.A., B.Ed.

FORM ONE CO-ORDINATOR: MR. H. MALAKUMAS

SCHOOL TELEPHONE NUMBER : 397 5561

ADVISORY COUNCIL:

PRESIDENT : Dr. L.A. Parker

TREASURER : Mr. R.C. Malbon

SECRETARY : Mr. A.J. Fagan

PARENTS TEACHERS & CITIZEN'S ASSOCIATION:

PRESIDENT : Mrs. B. Cumming

TREASURER : Mr. R.C. Malbon

SECRETARY : Mr. D. Wark

TO PUPILS OF FORM I - 1976, AND THEIR PARENTS.

Dear Friends,

On behalf of myself and the staff, I am pleased to welcome you as new members of our school community.

Our school history dates back as far as 1867 but there had been interruptions to its existence, especially during the time that it operated as Williamstown Grammar School. It has existed as a High School since 1915, and celebrations were held this year to observe diamond jubilee.

Form One pupils are given special care and attention in helping them to adjust to a new school environment. We particularly want to establish close working relationships with parents, and the form one teachers will arrange evening meetings with you early in the new year and throughout the year.

Levies are best paid at the beginning of the school year, but if you wish to discuss alternative payment arrangements, please make an appointment with me.

At all times, please regard the Principal, Deputy Principal and your co-ordinator as available and anxious to help.

The staff and I look forward to a happy, purposeful working relationship over the next few years.

I am indebted to Mr. Malakunas for the time and effort devoted to your needs in preparing this booklet.

Yours faithfully,

A.J. Fagan
A.J. FAGAN,
Principal.

TERM DATES FOR 1976

TERM I: 3rd February, to 7th May.
TERM II: 24th May, to 20th August.
TERM III: 6th September, to 16th December.

RESUME 1977 : 1st February.

SCHOOL HOURS:

8.50am to 3.20pm

Lunch hour - 12.30 to 1.30pm.

SCHOOL DAY:

Arrive at school - 8.40am
Form Assembly - 8.50am

Followed by four, 50minute periods
- lunch -

Two, 50minute periods.

FORM LEVEL CO-ORDINATORS:

Form Level Co-ordinators have responsibility for the welfare and general guidance of all pupils at a particular form level.

"Leave early" requests, discipline, personal problems, and parent interviews are arranged by the following co-ordinators. -

FORM I : MR. H. MALAKULAS
FORM II : MR. T. PURVES
FORM III : MR. W. GRIFFITHS
FORM IV : MISS A. BLANCE
FORM V : MR. D. STEPHENS
FORM VI : MR. R. DANIELS

ATTENDANCE OF PUPILS:

1. To ensure normal progress, pupils need to be punctual and regular in attendance.
2. Attendance is compulsory for all pupils up to the school leaving age of fifteen years. Under certain circumstances, the Principal may seek an exemption from attendance for pupils who are at least 14½ years.
3. A written excuse, dated and signed by a parent or guardian, is required for every absence of a pupil for official purposes. Working parents are urged to give this matter very close attention, as they are often surprised to be informed by the Principal that their child has been absent from school without leave. Education Department Regulations require that truancy be reported to the Attendance Officer. Cases of persistent truancy often lead to prosecution.
5. Dental, Medical and Other Appointments: If it is necessary for such appointments to be kept during school hours, the school should be informed beforehand in writing. Appointment cards are acceptable.

GENERAL INFORMATION

LUNCHES : Lunches may be bought from the school canteen.

EXCURSIONS : During the year excursions will be organised.

A parent permission form, which is to be signed by parents, will cover all excursions.

FINANCIAL ASSISTANCE :

In some cases of financial hardship, it may be possible for parents to obtain a Maintenance Allowance from the Education Department or to receive an allowance to assist with the purchase of books and requisites.

Please contact Miss Blancé or Mr. Fagan.

EARLY DISMISSAL :

A note explaining unforeseen early dismissal will at all times be sent home with students.

Usually at least one day's notice will be given.

FEES AND LEVIES:

(Also see separate Levies List)

Composite fees are no longer raised in any high school. The State Government now pays the schools directly.

Williamstown High School, in common with other high schools, operates a SUBJECT LEVY scheme. This is a combination of:-

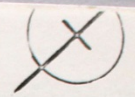
- (i) Group purchase for materials needed in art and craft areas especially, and in other subjects.
- (ii) Class set text book hiring to increase the range of text materials available to pupils.
- (iii) Printing and publication charges for school produced work sheets.

THE SCHEME IS BASED ON TWO PRINCIPLES :

- (A) Reduced cost to the individual pupil of materials which would prove too expensive under normal retail arrangements.
- (B) An expanded range of text books is available at less cost.

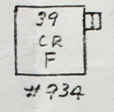
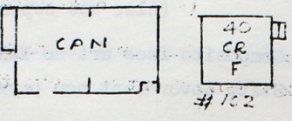
Parents who do not pay levies will be obliged to provide ALL MATERIALS otherwise issued through the school's parent funded group scheme (total estimated cost is \$60).

Stepped - mid large
 Assembly Hall on separate site F

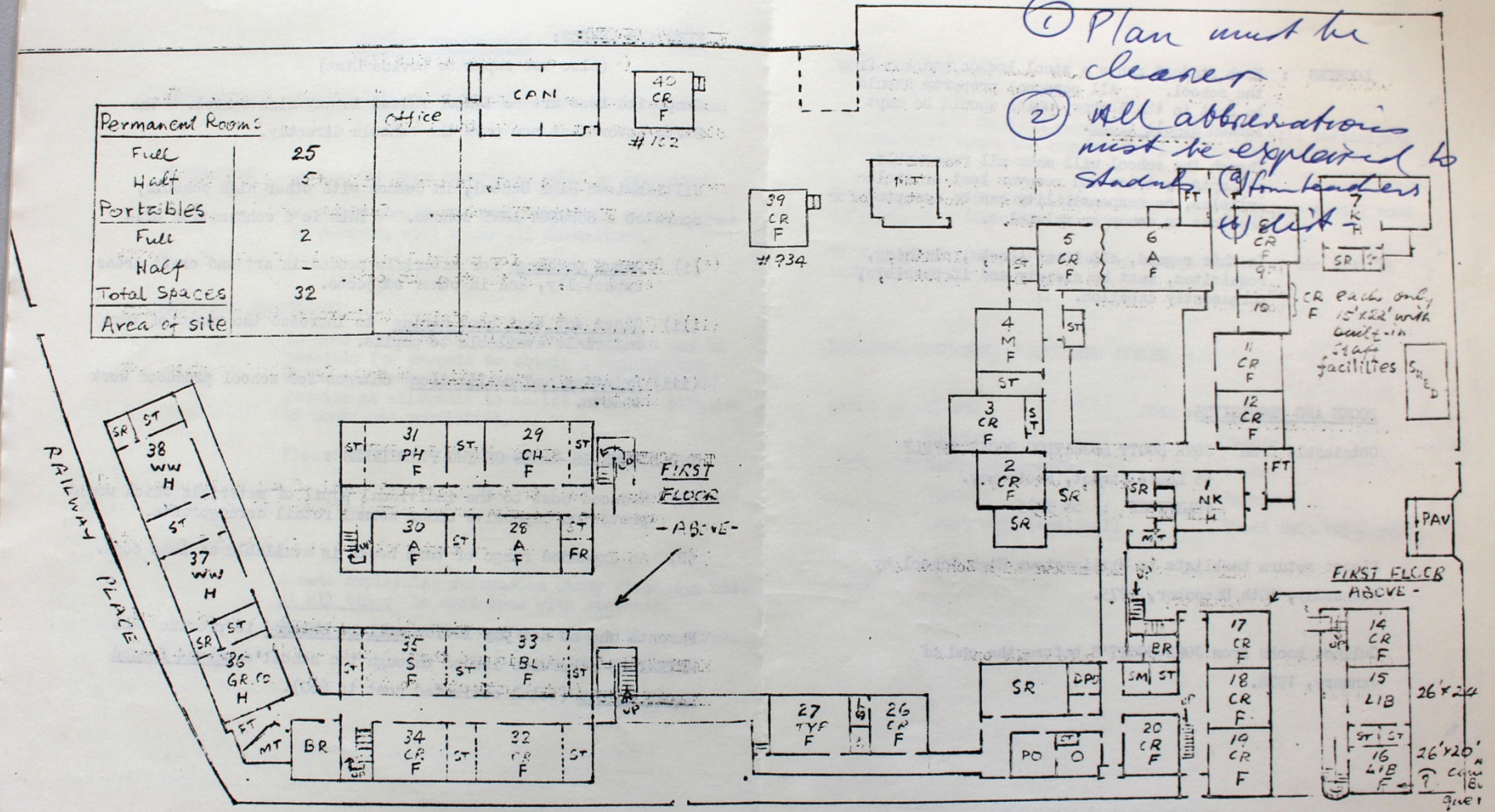


Permanent Rooms	
Fuel	25
Halt	5
Portables	
Full	2
Halt	-
Total Spaces	32
Area of site	

Office



- Plan must be clearer
- All abbreviations must be explained to students (affirm leaders)



PASCO STREET

LOCKERS : Each student rents a steel locker and key from the school. All personal property should be kept in the locker, which should be kept locked at all times.

Though the school will make all reasonable attempts to trace and recover lost or stolen articles, no responsibility can be accepted for the loss or money or valuables.

In this regard, all items (books, clothing, requisites, must be clearly and if possible, permanently labelled.

BOOKS AND REQUISITES:

Obtainable from JOHN SCOTT EDUCATION BOOKS SUPPLY
56 Leeds Street, Footscray.
TELEPHONE : 68 3835

Please return booklists to Williamstown High School by
Wednesday, 10th December, 1975.

Collect books from JOHN SCOTT'S before the end of
January, 1976.

PHYSICAL EDUCATION:

It is expected that all pupils in normal health will participate in organised sport and regular Physical Education periods.

Each student who wishes to use school sport equipment will need to purchase a LOAN CARD for \$1.

If a student loses or breaks the equipment, he or she will be responsible for the cost.

PHYSICAL EDUCATION / REQUIRED ATTIRE :

GIRLS :	Shorts	BOYS :	Shorts
	T-shirt		T-shirt
	socks		socks
	Runners		Runners
	Track suit (optional)		Track suit (optional)

TIMETABLE AND SUBJECTS FOR FORM I:

For subjects such as Mathematics, English, History, Geography, and French, Form I pupils will stay in their "home Room" - this is the room that Form Assembly is held in every morning.

For subjects such as Science, Art and Craft, Physical Education, Woodwork and Cookery, pupils will be expected to move quickly and quietly to the rooms indicated on the timetable.

A typical timetable for one day :

A B C D E	JE ENG 11	GL MTH 11	JM GEOG 11	JE ENG 11	<table border="1"> <tr> <td>PHS</td> <td>WOK</td> <td>WOK</td> </tr> <tr> <td>PM 28</td> <td>RW 37</td> <td>TR 38</td> </tr> <tr> <td>DS</td> <td>CR</td> <td>FOOD</td> </tr> <tr> <td>WD 30</td> <td>HP</td> <td>6 SH 7</td> </tr> <tr> <td>GF</td> <td>1 BM</td> <td>36</td> </tr> </table>	PHS	WOK	WOK	PM 28	RW 37	TR 38	DS	CR	FOOD	WD 30	HP	6 SH 7	GF	1 BM	36
	PHS	WOK	WOK																	
	PM 28	RW 37	TR 38																	
	DS	CR	FOOD																	
	WD 30	HP	6 SH 7																	
GF	1 BM	36																		
SO ENG 17	BY MTH 17	GL GEOG 17	SO ENG 17																	
BP ENG 19	HM MTH 19	JS FRE 19	BP ENG 19																	
LF ENG 20	MUS 4	BCA 25	LF ENG 20																	
JJ ENG 26	HL FRE 26	JR MUS 4	JJ ENG 26																	
MTHS ENG	MIS ENG PR REM ENG SW		MIS ENG PR REM ENG SW	FORM MTH TF	MIS ENG PR															

Timetable for Friday, 5th December :

9.30 - 9.45am	Assembly.
9.55 - 10.15am	Form Assembly. <i>breaking up into forms (only 5 min) NOT ENOUGH GHT!</i>
10.15 - 10.30am	Recess.
10.30 - 10.35am	Form Rooms. <i>longer</i>
10.35 - 12.05pm	Timetable Rally and Mini Lessons.
12.05 - 12.10pm	Form Rooms.
12.10 - 12.15pm	Assembly with Form Co-ordinator.

WILLIAMSTOWN HIGH SCHOOL

SCHOOL RULES

Students are expected to adhere to school rules for the sake of the general tone and overall welfare of the school. Students are asked to take pride in the school itself, the building and the work done. Each student is asked to co-operate fully with the teaching staff, office staff and cleaning staff to ensure a happy stay at the school. Students are expected to be courteous, well mannered and considerate of others.

1. GENERAL RULES FOR ENTERING AND LEAVING CLASSROOMS

- (a) No student should be in a classroom before the warning bell.
- (b) At this warning bell, girls may enter the room and sit quietly, but boys should remain outside the room in two orderly lines until the teacher arrives.
- (v) Unless it is a wet day, no students are permitted in rooms during recesses or lunchtime.
- (d) STUDENTS ARE FORBIDDEN TO RUN IN THE QUADRANGLE AREA OR CORRIDORS AT ALL TIMES.
- (c) The front door is to be used by staff, visitors and Form Six students only.
- (f) Use of buildings :
 - i. Students must not operate stair lights, switches, blinds, heaters or windows unless permission has been obtained from a teacher, and the teacher supervises.
 - ii. Writing upon, defacing or damaging desks is strictly forbidden.
 - iii. No food is to be eaten in the school buildings except where special permission has been given.

2. LEAVING THE SCHOOL GROUNDS

- (a) No student is allowed to leave the school grounds without permission.
- (b) Students who need to leave school before the end of the day must obtain an early leaver's pass AND sign the early leaver's book. This also applies to students who go home early due to illness.

Form level Co-ordinators, Mr. Coulson and the Deputy Principal, will attend to this matter.
- (c) It is suggested that students go home for lunch only if a parent or a responsible adult is present. This is to ensure the safety and well-being of students, as numerous incidents of a disagreeable nature have occurred because no adult has been in the house.

3. LATENESS

- (a) All students are expected to be at school and in classes on time.
- (b) Latecomers are to report to Mr. Smith or a Form Level Co-ordinator to obtain a late pass.
- (c) Persistent latecomers and those without convincing excuses will be penalized.

4. APPEARANCE

- (a) Girls should not wear make-up of jewellery, except for watches, school badges or sleepers.
- (b) Appearance is to be neat and clean at all times. Hair must be clean, combed and tidy.
- (c) Immodest dress will not be permitted.
- (d) Thongs and bare feet are banned without exception. Sturdy footwear is essential for safety.

5. UNIFORMS

Students are encouraged to wear school uniform whilst at school.

The co-operation of parents is requested in achieving a high standard of appearance of our pupils.

It is important to note that items of prescribed school uniform are tax deductible.

UNIFORM

GIRLS:

Summer

Cotton frock - style optional
White socks, short or long or
panty hose.
Black shoes, style unspecified.
Cherry blazer.
Raincoat - safety yellow.

Winter

School skirt, or black or
cherry slacks.
Long-sleeved white blouse or
white or gold skivvy.
School tie
Cherry blazer with school badge
embroidered on pocket.
Cherry pullover with school
colours woven into neckband.
Black shoes.
Panty hose or socks to tone with
uniform.
Safety yellow raincoat.

BOYS:

College grey trousers.
Plain black shoes
Grey socks
White or grey shirt
Grey pullover with school colours
woven into neckband.
School tie - if worn.

In hot weather - grey walk
shorts, long grey or white sock,
and short sleeved white sport-
shirt may be worn.

GENERAL RULES:

- (a) Locker key service is available before 8.45am each day. Students must NOT go to lockers during or between periods.
- (b) A student must not interfere with any other student's property.
- (c) Bicycles must not be ridden in the school grounds.
- (d) Students are NOT permitted to smoke.
- (e) Boys are to line up in twos outside their room until the teacher arrives. If a teacher is not in the room two minutes after the bell, one of the Form Captains should report to the Deputy Principal.
- (f) Occasional exceptions to rules may be necessary, but students must be able to justify any departures from them.
- (g) Finally, it is pointed out these instructions are listed, not to curtail the spirit and activity of the student, but to enlist his or her aid in an endeavour to make the school function on a sound basis.

Parents will be informed when and where purchases for the above may be made.

