

Williamstown High School

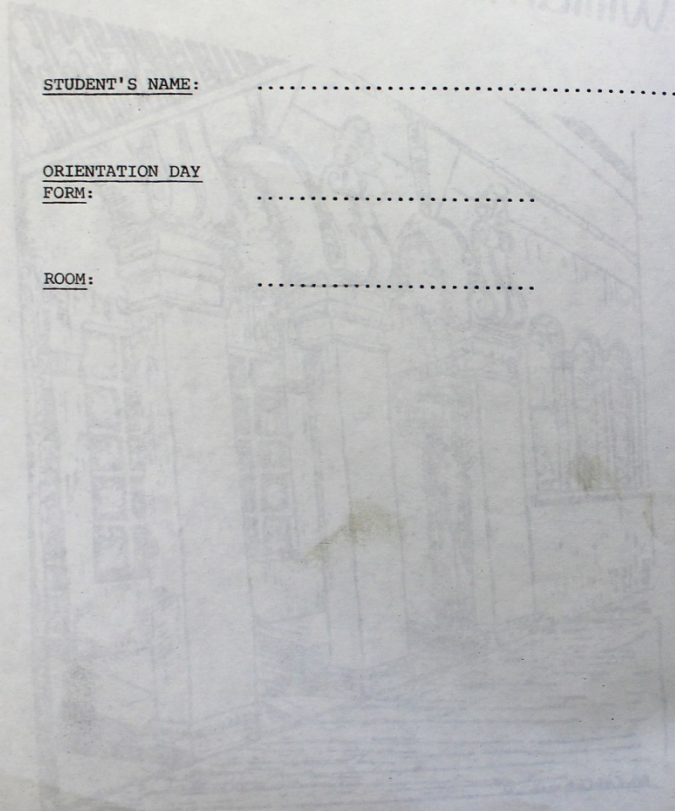


Williamstown High School

STUDENT'S NAME:

ORIENTATION DAY FORM:

ROOM:



TO PARENTS OF 1980 AND YOUR CHILDREN

Dear Parents,

On behalf of our school staff,

WILLIAMSTOWN HIGH SCHOOL



Corner - VERDON AND PASCO STREETS,
WILLIAMSTOWN. 3016

1980

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

DEPUTY PRINCIPAL MR. A. T. WARMINGTON, Dip.Art, T.S.T.C. (Art & Craft)

SENIOR MISTRESS MISS A. R. BLANCE, B.Sc., B.Ed.

YEAR SEVEN CO-ORDINATOR MRS. L. DAWS

YEAR SEVEN CO-ORDINATOR 1979 MR. H. MALAKUNAS

SCHOOL TELEPHONE NUMBERS - 397.5561
397.1829

Yours sincerely,
A.J. Fagan
A.J. FAGAN,
Principal.

SCHOOL COUNCIL:

PRESIDENT ... Mr. J. A. Criddle
TREASURER ... Mr. W. J. Thomson
SECRETARY ... Mr. A. J. Fagan

PARENTS TEACHERS & CITIZENS ASSOCIATION

PRESIDENT ... Mr. D. S. Frame
SECRETARY ... Mr. J. Firth

OFFICE STAFF

Mrs. M. J. Calthorpe
Mrs. J. M. Evans
Mrs. M. J. Inglis

TO PUPILS OF 1980 AND THEIR PARENTS:

Dear Friends,

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

Our school history reaches back as far as 1866/7 although there were interruptions to its existence during the time that it operated as Williamstown Grammar School. It has existed continuously as a High School since 1915, having been taken over by the government in 1914.

I am sure that all members of our school community will be pleased with our new two-storey library and classroom complex. The value of these facilities to us is inestimable. During 1980 all older sections of the school and the grounds will be redeveloped to bring the whole school up to the highest standards.

Year Seven pupils are given special care and attention in helping them to adjust to a new school environment. We particularly want to establish a close working relationship with parents and the teachers of Year Seven will arrange evening meetings with you early in the new year and at times throughout the year.

A levies scheme operates for class sets purchases and other needs. These are charged against the Education Allowance. Full details will be sent home with your pupils in the first week of school next year.

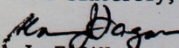
We have an active school council working for the betterment of the school. I urge you to support their development programmes by way of generous donations. Their request will be made by a separate circular letter.

All parents are encouraged to take an active part in the school's two welfare bodies: The Parents Teachers & Citizens Association which meets on the third Wednesday of the month at 7.45pm; and the Ladies Auxiliary which meets on the second Monday of the month at 1.30pm. Both bodies meet in the new Library building.

The staff and I look forward to a happy, purposeful working relationship with you over the next few years. Please regard the Principal, Deputy Principal and Senior Mistress and your Co-ordinator as available and anxious to help, with any problems or queries.

I am indebted to Mr. Malakunas for the time and effort devoted to your needs and in particular for preparing this booklet. On your behalf and mine, I thank him most warmly.

Yours sincerely,


A.J. FAGAN,
Principal.

TERM DATES FOR 1980

<u>TERM I</u>	4th February to 9th May (Students begin on 5th February)	(14 weeks)
<u>TERM II</u>	26th May to 22nd August	(13 weeks)
<u>TERM III</u>	8th September to Thursday 18th December	(14 weeks and 2 days)
<u>RESUME 1981</u>	2nd February	

SCHOOL DAY:

Arrive at school	-	8.40 a.m.
Form Assembly	-	8.50 9.00 a.m. *
Two 45-minute lessons		
Recess	-	10.30-10.50 a.m.
Three 40-minute lessons		
Lunch hour	-	12.50-1.50 p.m.
Two 45-minute lessons		
Dismissal	-	3.20 p.m.

* Variation: Tuesday lessons commence at 8.50 a.m.
with Assembly at 10.10 a.m.

YEAR LEVEL CO-ORDINATORS

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

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

Write the names of the co-ordinators for 1980: Leave this until February

YEAR 7

YEAR 8

YEAR 9

YEAR 10

YEAR 11

YEAR 12

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.
4. 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.

A lunch pass will be issued upon request from a parent or guardian, subject to the following conditions:

1. The pupil lives in reasonable proximity to the school.
2. The pass is issued for the sole purpose of going home to lunch and back to school.
3. There will be an adult person at home to prepare a meal and supervise the pupil at lunchtime.
4. The pupil is to travel directly home and return directly to the school.
5. If the student does not go home on any one day then he remains at school.
6. The home of a close relative may be nominated for the use of a pass BUT A COVERING LETTER GIVING DETAILS AND REASONS MUST ACCOMPANY THE APPLICATION.

EXCURSIONS

During the year excursions will be organised. A parent permission form, which is to be signed by parents, will cover all excursions in the metropolitan area.

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 Blance 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:

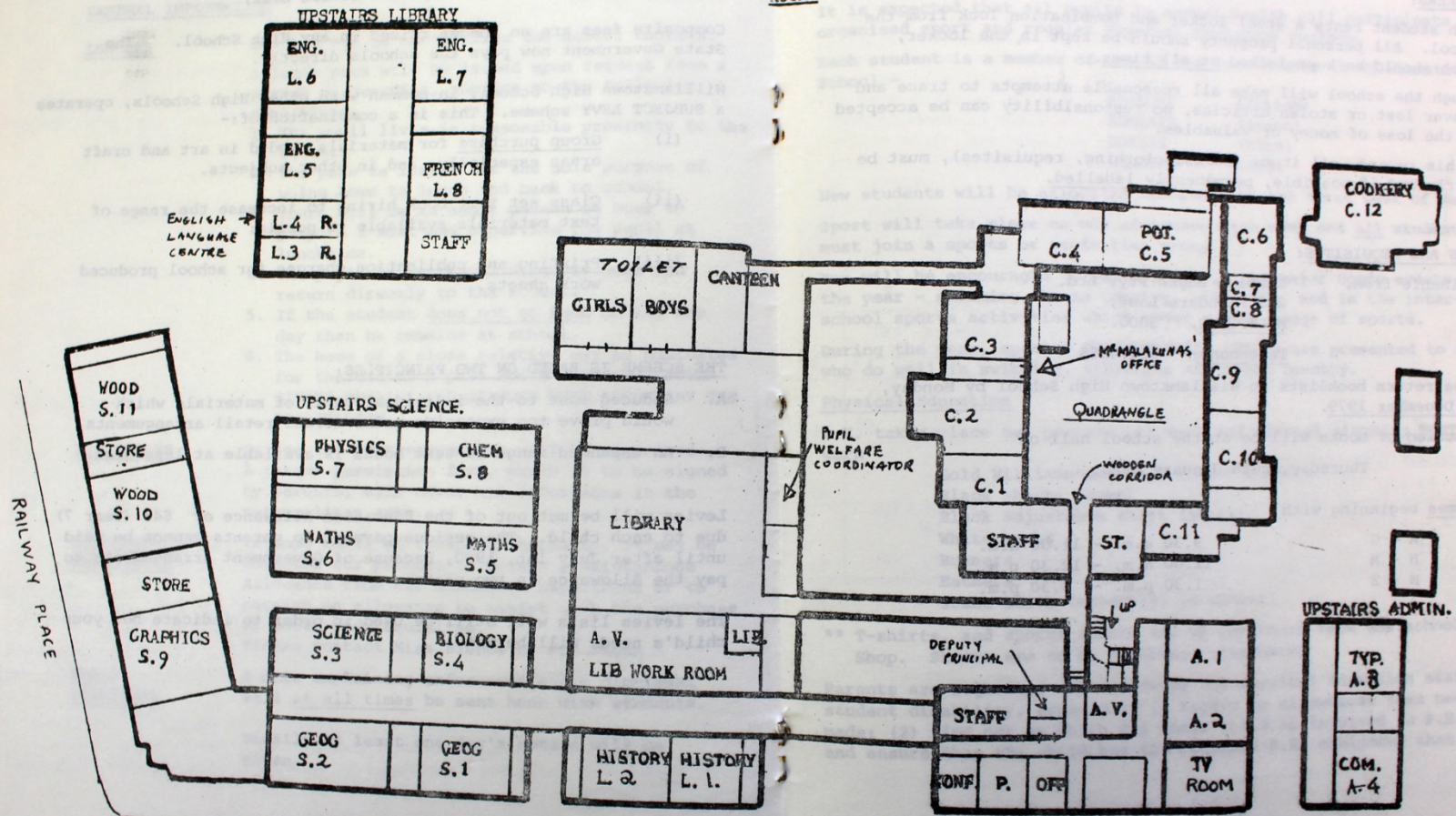
- A. Reduced cost to the individual pupil of materials which would prove too expensive under normal retail arrangements.
- B. An expanded range of text books is available at less cost.

Levies will be met out of the Education Allowance of \$46 (Year 7) due to each child. The residue payment to parents cannot be paid until after July 1st, 1980, because of Government arrangements to pay the Allowance in two parts.

The levies lists will still be used in order to indicate how your child's needs will be met.

- WILLIAMSTOWN HIGH SCHOOL -

ROOMS



RAILWAY PLACE

PASCO ST.,

T.T. RALLY 79 HSM

LOCKERS:

Each student rents a steel locker and combination lock 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 of money or valuables.

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

BOOKS AND REQUISITES:

Obtainable from: Campion Books Pty. Ltd.
 253 Flinders Lane,
 MELBOURNE. 3000.
 Telephone: 654.4355

Please return booklists to Williamstown High School by Monday, 10th December 1979.

Collection of books will be at the school hall on
 Thursday, 24th January 1980.

Surnames beginning with

A - G	9.30 a.m. - 11.00 a.m.
H - M	11.00 a.m. - 12.30 p.m.
N - Z	1.30 p.m. - 3.30 p.m.

PHYSICAL EDUCATION

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

Each student is a member of one of the four Houses at Williamstown High School -

POSSUMS	(Yellow)
WOMBATS	(Green)
KOALAS	(Blue)
DINGOES	(Red)

New students will be allocated to Houses in the first week of Term I.

Sport will take place on one afternoon each week and all students must join a sports or activities group.

You will be encouraged to participate in the major House events during the year - swimming, cross country, athletics, and in the inter-school sports activities which cover a wide range of sports.

During the year, special SPORTSMANSHIP AWARDS are presented to students who do well in swimming, athletics and cross country.

Physical Education

P.E. takes place two periods per week and special clothing MUST be worn -

- Gold Williamstown High School T-Shirt
- Black shorts (boys)
- Black adjustable skirt (girls)
- White socks
- Runners
- Bathers
- Track suits (essential in winter)

** T-shirts, and sports skirts can be purchased from the school Uniform Shop. Shorts are to be purchased elsewhere.

Parents are requested (1) to advise the Physical Education staff of any student disability, especially in regard to allowances that need to be made; (2) find out on which day their child is involved in P.E. classes and ensure that the child has the required P.E. equipment that day.

TIMETABLE AND SUBJECTS FOR YEAR SEVEN:

Year 7 students take Mathematics, English, History, Geography, French, Science and Physical Education for the whole year and Creative Activity subjects such as Pottery, Woodwork, Painting, Fabrics and Food as rotating units.

TODAY'S TIMETABLE:

PERIOD	7:40-10:00	10:00-10:15	10:20-10:35	10:40-10:55	10:55-11:05	11:05-11:20	11:25-11:40	11:45-12:00	12:00-12:10
	FORM ASSEMBLY	1	2	3	FORM ASSEMBLY	4	5	6	F/A
7A	DY L8	TIME TABLE RALLY			DY L8	SCI PB S3	POT JO C5	'FR DY L8	L8
7B	HA L2	TIME TABLE RALLY			HA L2	FAB BW C11	FR SH L8	G.CO. AL S9	L2
7C	OH A3	'SCI JU S3	MUS CO C3	W'WK NE S11	OH A3	TIME TABLE RALLY			A3
7D	LO S1	FOOD CL C12	LIB AN L18	MEDIA SW A2	LO S1	TIME TABLE RALLY			S1

* READ THE DAILY BULLETIN *

* LEARN YOUR TEACHERS' TIMETABLE SYMBOLS *

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 bell.
- (b) At the commencement of each lesson, students shall line up in an orderly fashion at the appropriate assembly points and await their class teachers.
- (c) Students shall not enter any classroom until directed by a teacher to do so, and then only under supervision.
- (d) Students will remain standing until asked to sit.
- (e) Unless it is a wet day, no students are permitted in rooms during recesses or lunchtime.
- (f) STUDENTS ARE FORBIDDEN TO RUN IN THE QUADRANGLE AREA OR CORRIDORS AT ALL TIMES.
- (g) The front door is to be used by staff, visitors and Year 12 students only.
- (h) 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.
- (i) No student shall be out of class without a release pass (green) at any time. Offenders will be directed to co-ordinators, Deputy Principal or Senior Mistress.

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 be signed out in the early leaver's book.* This also applies to students who go home early due to illness.

Your Level Co-ordinators, and the Deputy Principal, will attend to this matter.

- (c) Students go home for lunch only if they have a lunch pass and 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 home.

3. LATENESS

- (a) All students are expected to be at school and in classes on time.
- (b) Latecomers are reported to a Year Level Co-ordinator.
- (c) Persistent latecomers and those without convincing excuses will be penalized.

* Early leave permission will be given ONLY on production of a note signed by parents, or an appointment card for medical or dental appointments.

4. APPEARANCE

- (a) Girls should not wear make-up or 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, bare feet, sandals, treads and moccasins are banned without exception. Sturdy footwear is essential for safety.

5. UNIFORMS

Students are required to wear school uniform whilst at school.

Any student out of uniform and without a uniform pass is referred to the Co-ordinator.

Note that in the case of a medical reasons' pass (pink), students shall not take part in those lessons or activities indicated on the pass.

Requests for a pass should always be accompanied by a note from a parent.

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.

Denim jackets, jeans and T-Shirts are NOT to be worn AT ANY TIME.

BASIC UNIFORM

GIRLS

SUMMER

School Frock - Frocks and material are available at the School.
White socks
Black school shoes

WINTER

School skirt - Skirt and material available at the School.
White blouse
School pullover (cherry red with Williamstown High School bands) available at the School.
Black stockings or white socks.
Black school shoes.

Overgarment: Black Club jacket with bands in school colours - available at the School.

Raincoat - black or yellow.

BOYS

SUMMER

Grey school trousers: Pinhead (wool)
Yakka Melange (polyester viscose)
Yakka "Mr. Stretch"
or equivalent materials, approved by the School.

White or grey school shirt

Grey socks

Black school shoes

WINTER

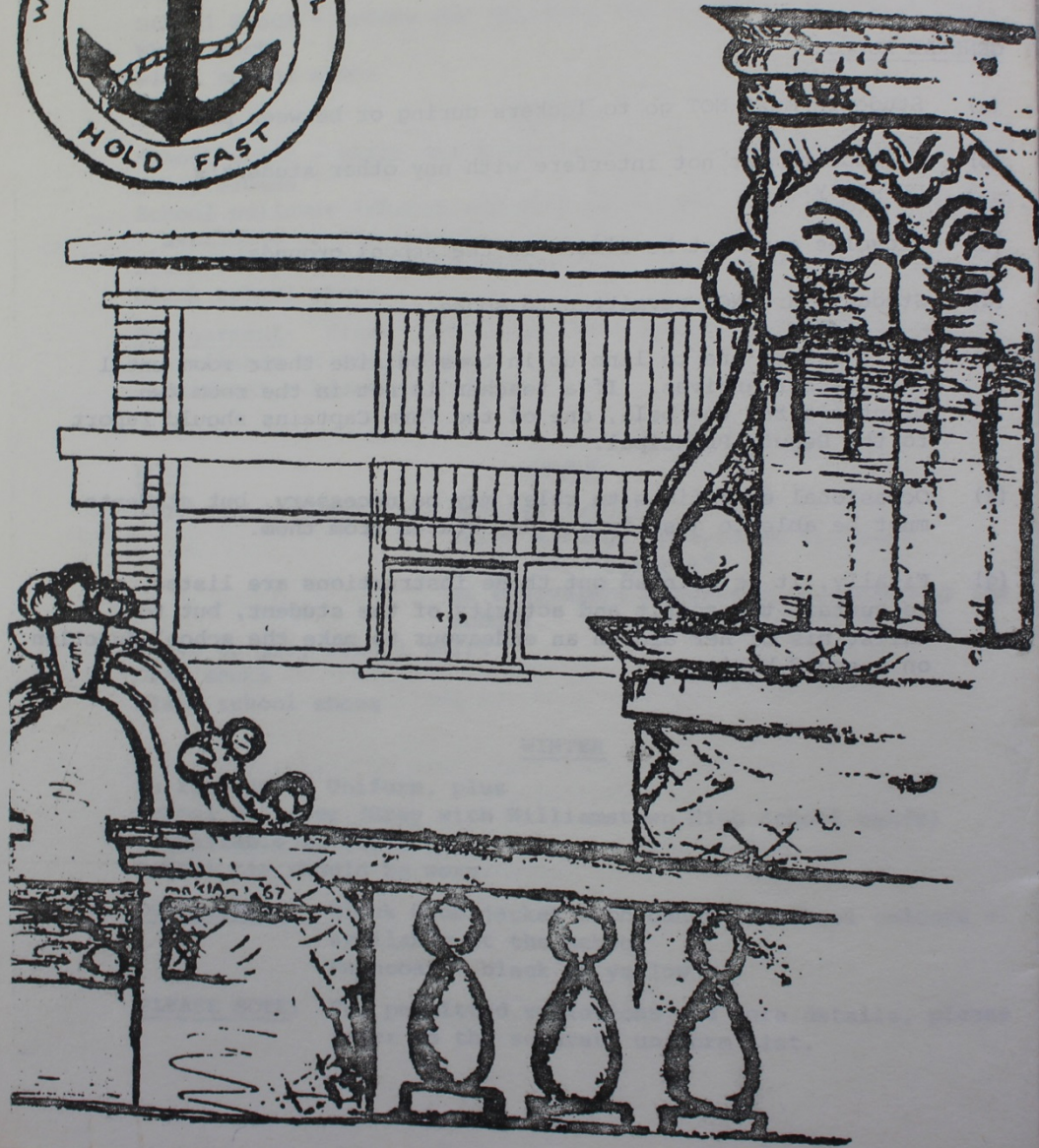
As for Summer Uniform, plus
School pullover (Grey with Williamstown High School bands) available at the School.
School tie should be worn.

Overgarment: Black Club jacket with bands in school colours - available at the school
Raincoat - black or yellow

PLEASE NOTE: For permitted variations and more details, please refer to the separate uniform list.

GENERAL RULES:

- (a) 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) All students 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.



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