

Williamstown High School



STUDENT'S NAME: _____

ORIENTATION DAY
FORM: _____

ROOM: _____

Dear Friends,

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.

YEAR SEVEN

CO-ORDINATOR

MR. H. S. MALAKUNAS

SCHOOL TELEPHONE NUMBER

397.5561

397.1829

SCHOOL COUNCIL:

PRESIDENT: Mr. D. R. Henstridge
TREASURER: Mr. W. J. Thomson
SECRETARY: Mr. A. J. Fagan

PARENTS TEACHERS & CITIZENS' ASSOCIATION:

PRESIDENT: Mrs. J. Wright
TREASURER: Mrs. E. Cumming
SECRETARY: Mr. G. Scott

TO PUPILS OF YEAR SEVEN, 1978 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 in 1975 to observe the diamond jubilee.

I am sure that all members of the school community will be pleased to know that tenders for the new two storey building were called early last week. The building will contain a Commonwealth library, six classrooms, two tutorial rooms, a careers centre, a new toilet block for both boys and girls and a new canteen. Existing rooms will be rebuilt to provide a stenographic centre and eventually all sections of the school will be redeveloped to modern standards.

Year 7 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 Year 7 teachers will arrange evening meetings with you early in the new year and throughout the year.

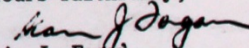
Levies arrangements are explained in full elsewhere. The School Council always endeavours to meet special development needs not covered under levies or direct grant schemes. I urge you to consider their request for donations and respond generously. Their request appears on the levies list.

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 and in particular for preparing this booklet.

Yours faithfully,


A. J. Fagan
Principal

TERM DATES FOR 1978

<u>TERM I</u>	6th February to 12th May	(14 weeks)
<u>TERM II</u>	29th May to 25th August	(13 weeks)
<u>TERM III</u>	11th September to Tuesday, 19th December	(14 weeks and 2 days)

RESUME 1979 5th February

SCHOOL HOURS:

8.50 a.m. to 3.20 p.m.

Lunch hour

12.40 p.m. to 1.40 p.m.

SCHOOL DAY:

Arrive at school - 8.40 a.m.
Form Assembly - 8.50 a.m.

Followed by four, 50-minute periods

Lunch

Two, 50-minute periods

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.

Find out the names of the following co-ordinators in 1978:-

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.

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:-

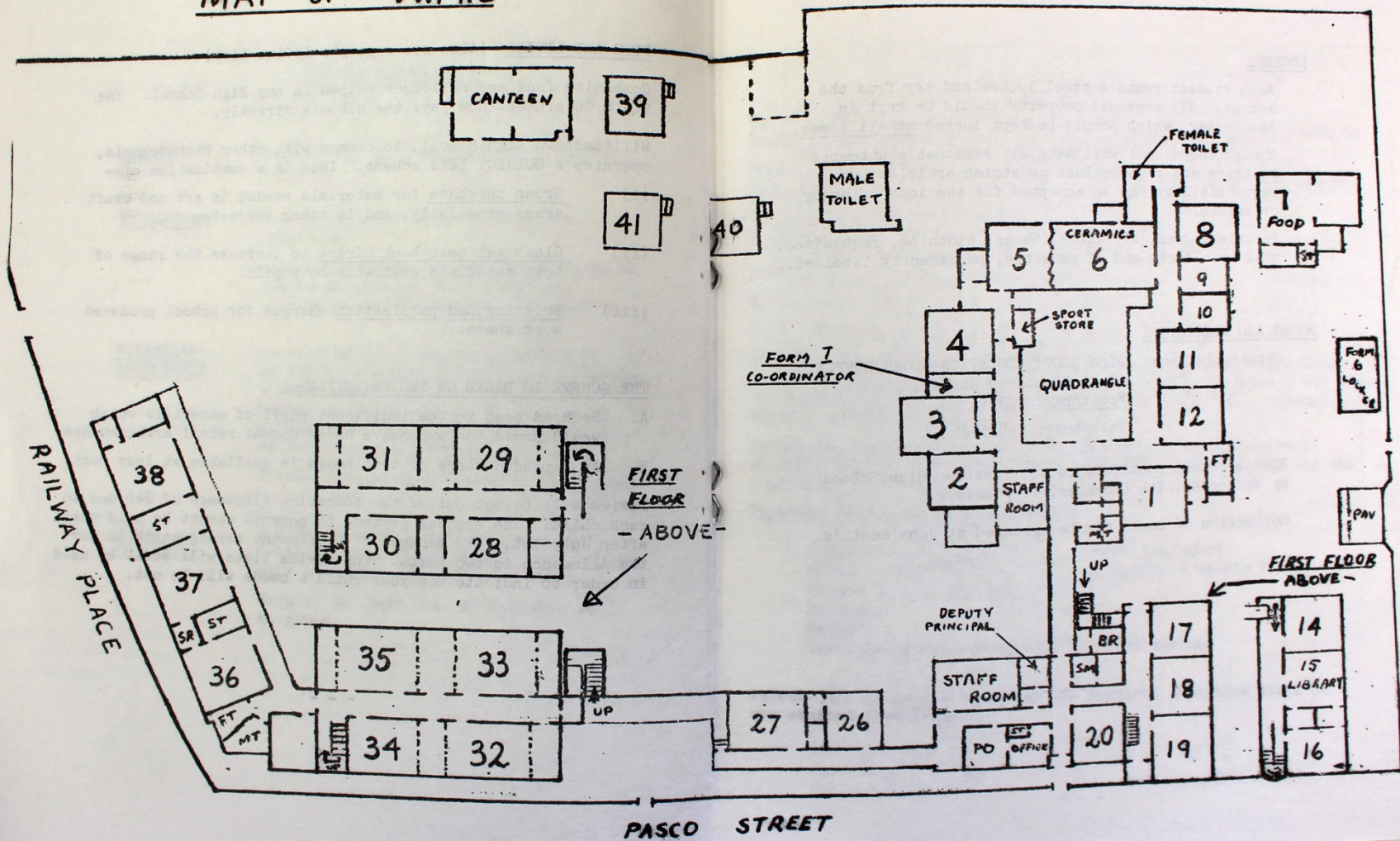
- (i) Group purchase for materials needed in art and craft areas especially, and in other subjects.
- (ii) Class set text book hiring to increase the range of text materials available to pupils.
- (iii) Printing and publication charges for school produced work sheets.

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 \$40 due to each child. The residue payment to parents cannot be paid until after July 1st, 1978 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.

MAP of W.H.S



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 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: JOHN SCOTT EDUCATION BOOKS SUPPLY
68-70 Nicholson Street,
Footscray. 3011
Telephone: 68,5425

Please return booklists to Williamstown High School by Wednesday, 7th December, if possible.

Collection of books may be arranged at John Scott's.

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 -

If your last name begins with:

B, C, D or E	POSSUMS	(Yellow)
F, G, H, I, J, K or L	WOMBATS	(Green)
M, N, O, P, Q or R	KOALAS	(Blue)
S, T, U, V, W, X, Y, Z or A	DINGOES	(Red)

You will be encouraged to participate not only in the major House events during the year (swimming, cross country, athletics) but also in the many lunchtime competitions (such as volleyball, cricket, soccer, softball, basketball)

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

Physical Education required attire

T-shirt in House colour - "Bonds" preferred
White or Black Shorts (Girls may prefer a Sports Tunic)
Cotton or woollen socks.
Runners
Bathers
Track suits are recommended for cold weather

Parents are requested to advise the Physical Education staff of any student disability.

TIMETABLE AND SUBJECTS FOR YEAR SEVEN:

For subjects such as Mathematics, English, History, Geography and French, Year 7 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.

TODAY'S TIMETABLE:

POS	9.40-10.00	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
REL	Form Ass'y	1	2	3	Form Ass'y	4	5	6
A	DH 11	TIME TABLE RALLY			DH 11	TF 3	GJ 6	TA 31
B	PB 4				PB 4	FR 18	BM 38	GJ 6
C	BL 3	KK 7	JR 35	TF 3	BL 3	TIME TABLE RALLY		
D	GU 17	SO 17	LD 1	JR 35	GU 17			

A TYPICAL TIMETABLE (for next year)

IA	HM	4	RT	35
IB	JH	8	HM	8
IC	GG	11	TF	3
ID	DS	33	GU	12
IE	GU	17	CO	17

HM	MA	4	JH	4
GG	8	AV	31	
FR	11	LE	11	
PE	H	CO	12	
EN	17	GU	17	

* READ THE DAILY BULLETIN *

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

- No student should be in a classroom before the warning bell.
- 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.
- Unless it is a wet day, no students are permitted in rooms during recesses or lunchtime.
- STUDENTS ARE FORBIDDEN TO RUN IN THE QUADRANGLE AREA OR CORRIDORS AT ALL TIMES.
- The front door is to be used by staff, visitors and Form Six students only.
- Use of buildings:
 - Students must not operate stair lights, switches, blinds, heaters or windows unless permission has been obtained from a teacher, and the teacher supervises.
 - Writing upon, defacing or damaging desks is strictly forbidden.
 - 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.

Year Level Co-ordinators, 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 home.

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 Year Level Co-ordinator to obtain a late pass.
- (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 and bare feet are banned without exception. Sturdy footwear is essential for safety.

5. UNIFORMS

Students are required 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.

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 ("Scampers" acceptable)

WINTER

School skirt - Skirt & 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

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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 letter
dated 9th November 1977.

GENERAL RULES:

- (a) Locker key service is available before 8.45 a.m. 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.

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