

TO MEMBERS OF YEAR SEVEN, 1979, AND THEIR PARENTS;

2

Dear Friends,

On behalf of the Board of Governors, I would like to welcome you all to our new school.

WILLIAMSTOWN HIGH SCHOOL

Our school history reaches back to 1867 although there were interruptions to its operation. It operated as Williamstown Grammar School until 1911 when it became a High School since 1911.

Corner - VERDON AND PASCO STREETS,  
WILLIAMSTOWN. 3016

It is our aim that all members of our community will be pleased with the new two-storey building which is being occupied. It contains a modern library, a staff canteen, two tutorial rooms, a staff room, a careers centre, a computer centre and a music room.

PRINCIPAL

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

DEPUTY

Mr. R. L. SMITH, B.A. B.Ed.

PRINCIPAL

Later in the year sections of the school and the grounds will be redeveloped to bring the whole school up to the highest standards.

SENIOR

MISTRESS:

MISS A. R. BLANCE, B.Sc. Dip.Ed.

YEAR SEVEN

CO-ORDINATOR:

MR. H. S. MALAKUNAS

A levies scheme operates for class sets, purchases and other needs. These details will be sent home with your copy of the yearbook of school next year.

SCHOOL TELEPHONE NUMBER

- 397.5561  
397.1829

All parents are encouraged to take an active part in the school's main auxiliary body - the Parents Teachers & Citizens Association. This group meets on the third Wednesday of the month. As from 1979 we will meet in the new library building.

The staff and I look forward to a happy, successful 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 willing to help. I am indebted to Mr. Malakunas for the time and effort devoted to these plans and in particular for preparing this booklet. On my behalf and vice, I thank you most warmly.

Yours sincerely,  
*A. J. Fagan*

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. FRANE  
TREASURER: MRS. E. CUMMING  
SECRETARY: MR. J. E. ROWLANDS

TO PUPILS OF YEAR SEVEN, 1979, 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 1867 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.

I am sure that all members of our school community will be pleased with the new two-storey building, soon to be occupied. It comprises a Commonwealth standard library, six class rooms, two tutorial rooms, a staff room, careers centre, canteen and new toilet facilities for the whole school.

The upstairs rooms containing the existing small library will be remodelled over the long vacation as a stenographics centre. Later in 1979 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 close working relationships 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. This request will be repeated on the levies list.

All parents are encouraged to take an active part in the school's main auxiliary body - the Parents Teachers & Citizens Association. This group meets on the third Wednesday of the month. As from 1979 we will 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. 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*



TERM DATES FOR 1979

<u>TERM I</u>	5th February to 11th May (Students begin on 6th February)	(14 weeks)
<u>TERM II</u>	28th May to 24th August	(13 weeks)
<u>TERM III</u>	10th September to Tuesday, 20th December	(14 weeks and 4 days)
<u>RESUME 1980</u>	4th February	

PROPOSED SCHOOL HOURS:

8.50 a.m. to 3.30 p.m.

Lunch hour

12.50 p.m. to 1.50 p.m.

SCHOOL DAY:

Arrive at school - 8.40 a.m.

Lessons or Form Assembly - 8.50 a.m.

Followed by five "43" minute periods

Lunch

Two, "44" minute periods

Assemblies will be held morning or afternoon as required.

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.

Co-ordinators for 1979 are as follows:-

<u>YEAR 7</u>	MR. H. MALAKUNAS
<u>YEAR 8</u>	MR. T. PURVES
<u>YEAR 9</u>	MR. W. GRIFFITHS
<u>YEAR 10</u>	MR. D. HENSTRIDGE
<u>YEAR 11</u>	MRS. W. MITCHELL
<u>YEAR 12</u>	MR. H. FORECAST

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.

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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:

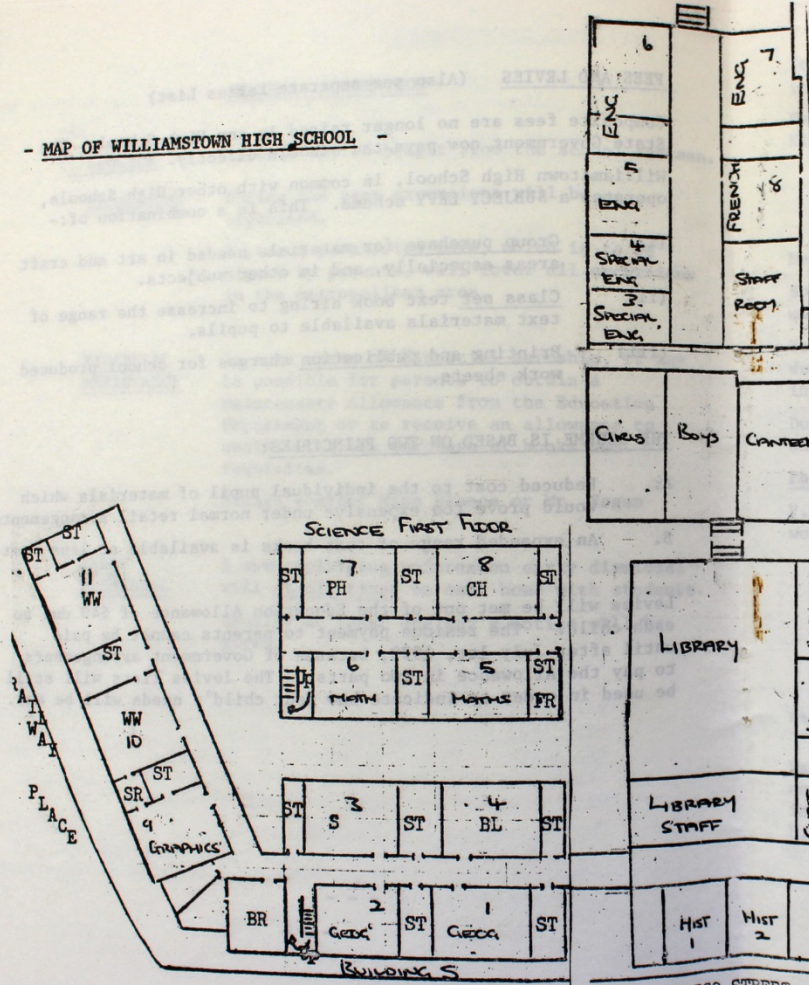
- A. Reduced cost to the individual pupil of materials which would prove too expensive under normal retail arrangements.
- B. An expanded range of text books is available at less cost.

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, 1979, 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.

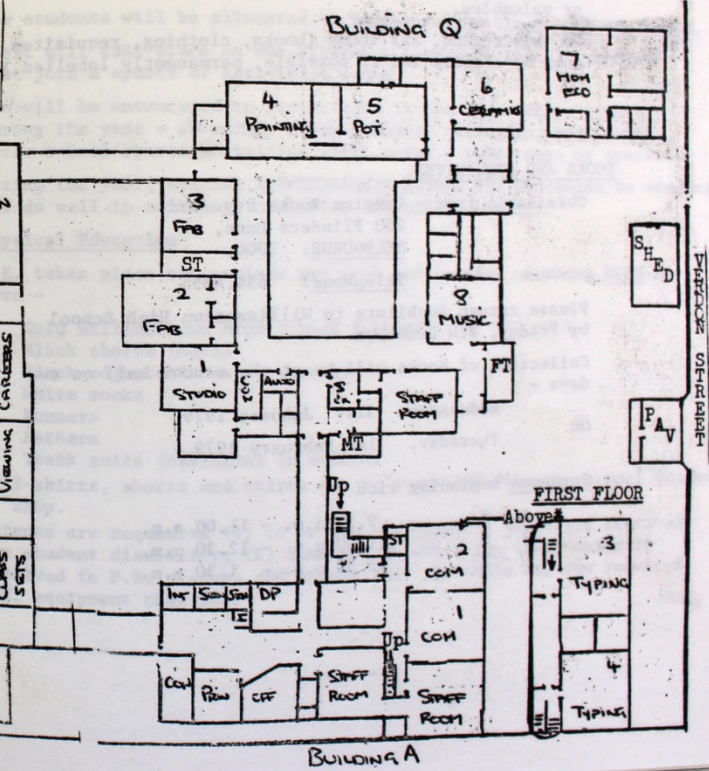
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- MAP OF WILLIAMSTOWN HIGH SCHOOL -



LIBRARY FIRST FLOOR





### LOCKERS

Each student rents a steel locker 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 Friday, 8th December.

Collection of books will be at the school hall on two days -

Wednesday, 31st January 1979

OR Thursday, 1st February 1979

Surnames beginning with

A - H	9.30 a.m. - 11.00 a.m.
I - P	11.00 a.m. - 12.30 p.m.
Q - Z	12.30 p.m. - 1.30 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 1.

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, shorts and skirts can be purchased from the school Uniform Shop.

Parents are requested (1) to advise the Physical Education staff of any student disability; (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:

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:

PERIOD	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	
LEVEL	FORM ASSEMBLY	1	2	3	FORM ASSEMBLY	4	5	6	F/A
7A	DY 11	TIME TABLE RALLY			DY 11	POT JO 6	FAB PU 1	FR DY 18	11
7B	OH 8	TIME TABLE RALLY			OH 8	MEDIA SW 19	SCI BE 35	POT JO 6	8
7C	HA 12	GCO AL 36	MUS CO 26	WWK ME 38	HA 12	TIME TABLE RALLY			12
7D	IU 3	FR 18	FOOD KE 7	MUS CO 26	IU 3	TIME TABLE RALLY			3

A TYPICAL TIMETABLE (for next year)

7A	HI MG 14	EN CM 14				MA LY 14	GG JN 14
B	HI OH 8	EN JA 8	AT PO 28	FAB PU 1	FOOD KE 7	MA MA 8	SC IU 31
C	MA WB 11	FR BR 11	WOOD AL 37	WOOD ME 38	PY JO 6	EN MI 11	HI HA 11
D	MA MA 12	HI EL 12				SC FN 33	EN BR 12

\* 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 bell.
- At the commencement of each lesson, students shall line up in an orderly fashion at the appropriate assembly points and await their class teachers.
- Students shall not enter any classroom until directed by a teacher to do so, and then only under supervision.
- Students will remain standing until asked to sit.
- 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 Year 12 students only.

(h) 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.

- 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 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 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.

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

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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  
separate uniform list.