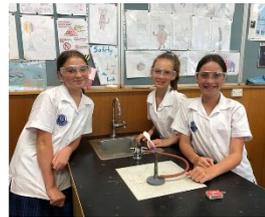




# BURWOOD GIRLS



HIGH SCHOOL

*"A Centre of Excellence"*

# STUDENT HANDBOOK 2022

CRICOS Provider No. 00588M

# ***BGHS Student Handbook 2022***

Edition: January 2022

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*School motto:*

“Not for ourselves alone”

*School colours:*

Blue & Gold

*School Song (tune “Men of Harlech”)*

Burwood Girls from many lands  
Striving with our minds and hands,  
Now as one we proudly stand  
Not for ourselves alone.

Who knows what lies ahead?  
Different paths we’ll tread,  
No matter what the challenges  
We’ll face with all our skills.

In studies or in sport, our knowledge  
Working honestly with courage,  
In the future we will flourish,  
Not for ourselves alone.

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# INTRODUCTION



## MESSAGE FROM THE PRINCIPAL

*Welcome to Burwood Girls High School.*



Burwood Girls High School is a Centre of Excellence with a proud tradition of educating young women. We have high expectations for all students and staff and achieve outstanding results.

You are joining a wonderful school where you can participate in a wide variety of learning experiences.

We believe in striving for excellence in everything you do and learning to the best of your ability.

We hope that all students will develop and expand a love of learning and a thirst for knowledge. Being a part of any community calls for cooperation, understanding and tolerance of others. Therefore, all of you should embrace the school motto, 'Not for ourselves alone,' and continue the wonderful work within our school and the wider community.

Burwood Girls is a school community of diverse cultures that encourages all students to draw on their rich personal and cultural resources and enhance the long tradition of this school and its reputation.

We also want parents to become involved in the life of the school. We believe a strong partnership between the home and the school assists in achieving excellent outcomes for all our students.

*Mia Kumar*  
**Principal**

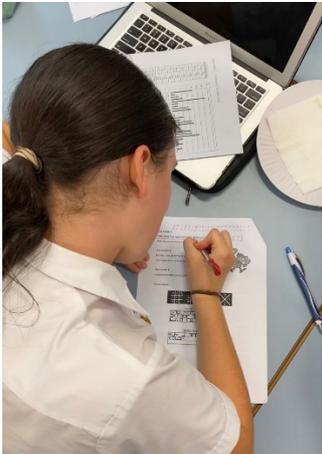


*2022 School Leaders: Jeanette Lim, Margaret Wing, Alexandra Ianitto*

## EXECUTIVE AND OTHER OFFICERS 2022

<b>PRINCIPAL</b> .....	Mia	Kumar
<b>DEPUTY PRINCIPALS</b> .....	Kathy	Lye (Years 8, 9, 10)
	Julia	Alvarado (Years 7, 11, 12)
<b>HEAD TEACHERS</b>		
Administration (Business).....	Daniel	Whittemore
Administration (School).....	Guy	McCulloch
Creative Arts .....	Amy	Yongsiri (Wk.A T, W, T) & Mathew Baldwin (rel. M, F)
English .....	Pauline	Hageman
HSIE / Year 8.....	Alecia	Brown
Languages / Year 9 .....	Edward	Kent
Learning Support / Year 9 (Support) .....	Lauren	Dwyer
Mathematics / Year 10.....	Gavin	Parker
PDHPE .....	Melissa	Caltabiano (Tu,W,Th)
	Olga	Dalageorgos
Science .....	John	van Leeuwen
Teaching and Learning.....	Jodie	Coleman (rel.)
Technology & Applied Studies / Year 12.....	Rosemary	Patonay
Technology Innovations.....	Fiona	Diakos
Wellbeing .....	Voulla	Kalogeropoulos
<b>STUDENT ADVISERS</b>		
Year 7 .....	Tristan	Carey
Year 8 .....	Alexandra	Tohme
Year 9 .....	Lorus	Hi
Year 10 .....	Denneya	Muscat
Year 11 .....	Aeny	Silva-Atiya
Year 12 .....	Trish	Coulson
<b>ASSISTANT STUDENT ADVISERS</b>		
Year 7 .....	Brittany	Kalauni
Year 8 .....	Jenny	Tran
Year 9 .....	Elli-Jane	Mielcarz
Year 10 .....	Hewlett	Field
Year 11 .....	Jane	Burkitt
Year 12 .....	Kim	Nguyen
Aboriginal Education .....	John (Jack)	Butler
Anti-Racism Contact Officer (ARCO) .....	Erin	Dib / Guy McCulloch
Big Sister Program Coordinators.....	Elli-Jane	Mielcarz / Rebecca Irving
Burwood Ensemble Program .....	Andrew	Del Riccio
Careers Adviser .....	John	Hegedus
Carnivals Coordinator.....	Janelle	Gianotti
Charities Coordinator .....	Janice	Raynor
Chinese CLO .....	Sandy	Zhao
Counsellor .....	Marja	Boddeus
	Emily	Le (W, F wk B)
Duke of Edinburgh Coordinator .....	Alex	Richardson
Enrolment Officer.....	Adriana	Gregorio
Environment .....	John (Jack)	Butler
HPGE Coordinator (Year 7 & 8) .....	Aeny	Silva-Atiya
Korean CLO .....	Maria	Hong
Learning & Support Teachers (LaST).....	Judy	Elkington / Patrice Simpson
NESA .....	Ann	Fletcher
School Admin Manager .....	Elizabeth	Retsas
Student Support Officer .....	Liz	Latham
Pacific Islander CLO.....	Anthony	Folasaitu
Prefects Coordinator .....	Ilia	Ioannou
Sports Coordinator (Grade) .....	Janelle	Gianotti
Sports Coordinator (Recreational).....	Melissa	Caltabiano
SRC .....	Erin	Dib
Teacher-Librarian .....	Maria	Sander Burns (Tu-Fri) & Monika Gyi (Mon)
Vietnamese CLO .....	Hoai	Ianitto

# GENERAL INFORMATION



## STUDENT WELLBEING POLICY

The Burwood Girls High School Student Wellbeing Policy encompasses everything the school community does to meet the physical, social, emotional and learning needs of students through the whole school curriculum and wellbeing support structures.

The wellbeing and learning programs affirm diversity, respect difference and promote harmony in a positive and caring environment and acknowledge the strong interconnections between student safety, student wellbeing and student learning.



The **Learning Statement** and **Code of Conduct** are fundamental to students in achieving success and outline the expectations of students at school and in the community. Our focus is for students to learn and grow with confidence, as students develop best where teaching and learning occur in a context of student wellbeing.

The Wellbeing Policy incorporates all aspects of the Wellbeing Framework for schools and is driven by the themes of connect, succeed and thrive.

Students at Burwood Girls High School are provided with a high quality education in a secure, disciplined and supportive environment so that they may learn to the best of their ability and become self-disciplined and enterprising life-long learners who are responsible, contributing members of the school and community.

Teaching and learning programs are based on the NSW Quality Teaching and Learning Framework. This framework identifies three dimensions of pedagogy that have been linked to improved student outcomes:

- Pedagogy that is fundamentally based on promoting high levels of **intellectual quality**.
- Pedagogy that is soundly based on promoting a **quality learning environment**.
- Pedagogy that develops and makes explicit to students the **significance** of their work.

Partnership with parents, caregivers, students and the wider community is central to the success of this process and successfully supporting the school's motto, "Not for ourselves alone".

## LEARNING STATEMENT

As a student at Burwood Girls High School you are expected to:

- ❖ respect the rights of others and individual differences
- ❖ take responsibility for your learning
- ❖ maximise your learning by:
  - recognising your potential to learn
  - embracing different ways of learning
  - thinking, questioning, reflecting and evaluating
  - working cooperatively and giving support to others
  - developing effective communication and decision making skills.
  - striving for personal excellence

## SCHOOL VALUES

Our school community believes the following values are important in developing strong global citizens and underpins all that we do at BGHS.

- Democracy
- Respect
- Integrity
- Participation
- Excellence
- Responsibility
- Fairness
- Care
- Cooperation
- Courtesy



*International students raising money for Canteen's National Bandanna Day*

## CODE OF CONDUCT

The wellbeing, safety and health of students inform school policies, programs and practices. Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and inclusive school. A key part of planning for student wellbeing and effective learning is the **school policy** for management of bullying, harassment and responsible digital citizenship.

The core rules listed below reflect those developed by the Department of Education and Communities to establish consistent expectations for student behaviour in all government schools.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, courtesy, fairness and democracy.

The school is committed to supporting students and their families in the implementation of these rules through student wellbeing policies and programs, together with teachers, support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in this school.

The critical role of parents and caregivers is recognised as the primary influence on each young person's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

### Core Rules

As a student at Burwood Girls High School you are expected to:

- Attend every school day; be in class on time and be prepared to learn to the best of your ability.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for yourself, your peers, your teachers and other school staff, including following class rules, cooperating with instructions and learning activities and resolving problems peacefully and fairly.
- Treat one another with dignity and respect and display good citizenship at school and in the community.
- Take pride in your achievements and your school and care for the school environment and property belonging to you, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

## BURWOOD GIRLS HIGH SCHOOL AWARDS OVERVIEW

FOCUS OF AWARD	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YEAR
MERIT	Merit Certificates (for learning)	<ul style="list-style-type: none"> <li>May be awarded to students for <b>learning</b> by classroom teachers and/or head teachers. Awarded for outstanding work in class, homework or assignment work; positive contributions to a student's own learning and significant improvement in learning.</li> <li>May accumulate certificates over a number of years.</li> </ul>	During class	7-12
	Merit Certificates (NFOA)	<ul style="list-style-type: none"> <li>May be awarded to students for acts or achievements that demonstrate the school's motto '<b>Not for Ourselves Alone</b>' (NFOA) and the values of the school ie. care, cooperation, courtesy, democracy, excellence, fairness, integrity, participation, respect and responsibility.</li> <li>May accumulate certificates over a number of years.</li> </ul>	As required	7-12
	Learning Award	<ul style="list-style-type: none"> <li>Presented to students who have received 5 learning merit certificates.</li> </ul>	Year Recognition Assemblies and Year Assemblies	7-12
	School Learning Award	<ul style="list-style-type: none"> <li>Presented to students who have received 5 Learning Awards.</li> <li>Therefore, they will have received 25 merit certificates for learning.</li> </ul>	Year Recognition Assemblies and Year Assemblies	7-12
	Principal's Learning Award	<ul style="list-style-type: none"> <li>Presented to students who have received 5 School Learning Awards.</li> <li>Therefore, they will have received 125 merit certificates for learning.</li> </ul>	Presentation Day	7-11
			Year 12 Graduation	12
	Year Adviser's NFOA Award	<ul style="list-style-type: none"> <li>Presented to students who have received 5 'Not for ourselves alone' merit certificates.</li> </ul>	Year Recognition Assemblies and Year Assemblies	7-12
	Principal's NFOA Award	<ul style="list-style-type: none"> <li>Presented to students who have received 5 'Not for ourselves alone' Year Adviser Awards.</li> <li>Therefore, they will have received 25 NFOA merit certificates.</li> </ul>	Presentation Day	7-11
Year 12 Graduation			12	
EFFORT	Blue & Gold Awards	<ul style="list-style-type: none"> <li>The Gold award is for sustained and excellent <b>effort</b> in learning in every subject, irrespective of academic achievement, as indicated in recent school reports</li> <li>The Blue award is for excellent <b>effort</b>, demonstrated in all subjects, except one, in which good effort was achieved.</li> <li>Recognises students who are punctual in their submission of work, conscientious in the completion of homework, participate actively in lessons and display a positive attitude towards learning and working with others.</li> <li>Students must have an excellent attendance record to receive a blue or gold award ie. no unexplained absences, lateness or truancy; and they must wear the school uniform at all times.</li> </ul>	Year Recognition Assemblies (Semester 1 and Semester 2)	7-11
			Year Recognition Assembly (Semester 1)	12
			Year 12 Graduation (Semester 2)	12
	Principal's Blue & Gold Medal	<ul style="list-style-type: none"> <li>Presented to students who have received a Blue or Gold Award for every semester from Years 7 to 12.</li> </ul>	Year 12 Graduation	12

FOCUS OF AWARD	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YEAR
STUDENT LEADERSHIP	Principal's Leadership Award	<ul style="list-style-type: none"> <li>Presented to the three school captains, and outstanding SRC students if appropriate.</li> </ul>	Year 12 Graduation	12
	Australian Defence Force Long Tan Leadership & Teamwork Award	<ul style="list-style-type: none"> <li>Awarded to students in Year 10 and Year 12 who have demonstrated leadership &amp; teamwork in the school community. Students receive cash prizes. Nominated by the Executive and Year Advisers.</li> </ul>	Year 12 Graduation	12
			Presentation Day	10
	Australian Defence Force Future Innovators Award	<ul style="list-style-type: none"> <li>New in 2020. Awarded to students in Year 10 and Year 12. Nominated by the Executive and Year Advisers.</li> </ul>	Year 12 Graduation	12
			Presentation Day	10
Special Leadership Recognition	<ul style="list-style-type: none"> <li>Awarded to Year 7-11 students with special leadership responsibilities, eg Big Sisters, SRC, Prefects, Sports Captains, special groups</li> <li>Year 12 Prefects</li> </ul>	Year Recognition Assemblies (Semester 2)	7-11	
		Year 12 Graduation	12	
ACADEMIC EXCELLENCE	Academic Excellence	<ul style="list-style-type: none"> <li>Based on academic excellence and awarded to first in class (Year 7-10) or first in course (11-12).</li> </ul>	Presentation Day	7-11
			Year 12 Graduation	12
	Year 11 & 12 Merit	<ul style="list-style-type: none"> <li>Awarded by faculties to deserving students in each course in Years 11 and 12, eg if there are five classes in one course, one Academic Excellence and up to four Merits may be awarded. There are no Merits for Year 11 and 12 courses with only one class.</li> </ul>	Presentation Day	11
SPORT	Sport Merit Award	<ul style="list-style-type: none"> <li>Grade team representation</li> </ul>	School assemblies/ Year Recognition Assemblies	8-11
			Year 12 Graduation	12
	Principal's Sport Award	<ul style="list-style-type: none"> <li>Displayed commitment to school sport through representation on grade and knockout teams in Years 8-12.</li> </ul>	Year 12 Graduation	12
			Presentation Day	7-11
	Age Champions	<ul style="list-style-type: none"> <li>Age champions in athletics, cross country and swimming, as identified for regional events.</li> </ul>	Year 12 Graduation	12
			Presentation Day	7-11
	Outstanding Achievement in Sport	<ul style="list-style-type: none"> <li>Outstanding achievement in sport: <ul style="list-style-type: none"> <li>CHS representatives</li> <li>State representatives</li> <li>National representatives</li> </ul> </li> </ul>	Year 12 Graduation	12
Presentation Day			7-11	
Sportswoman of the Year	<ul style="list-style-type: none"> <li>Junior &amp; Senior Sportswoman of the Year. Nominated by the Sports Co-ordinator.</li> </ul>	Year 12 Graduation	12	
		Presentation Day	7-11	
Australian Olympic Change Maker	<ul style="list-style-type: none"> <li>Presented to a student who exemplifies Olympic principles (Years 10-12)</li> </ul>	Year 12 Graduation	12	
		Presentation Day	10-11	
BEP AWARDS	School Citizenship – Ensemble Program Medal	<ul style="list-style-type: none"> <li>For students still participating in BEP consistently in Year 12.</li> </ul>	Year 12 Graduation	12
	P&C Award for Leadership in the Ensemble Program	<ul style="list-style-type: none"> <li>For BEP, Year 11 or 12 only. Usually Year 12.</li> </ul>	Presentation Day	7-11
			Year 12 Graduation	12
	P&C Award for Outstanding Contribution to the Ensemble Program	<ul style="list-style-type: none"> <li>For BEP, Year 11 or 12 only. Usually Year 12.</li> </ul>	Presentation Day	7-11
Year 12 Graduation			12	

FOCUS OF AWARD	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YEAR
SPECIAL AWARDS	<b>Caltex Best All Rounder</b>	<ul style="list-style-type: none"> <li>Presented in acknowledgement of a student's all-round contributions to their school and community. Typically they excel across a number of areas including studies, sport, community involvement, conduct and leadership. Nominated by the Executive and Year 12 Adviser.</li> </ul>	Year 12 Graduation	12
	<b>Alan Waddington Prize for Social Justice</b>	<ul style="list-style-type: none"> <li>Presented to a student who shows exceptional interest and concern for social justice issues. Nominated by the HSIE faculty.</li> </ul>	Presentation Day	7-11
			Year 12 Graduation	12
	<b>Elaine Peterson Prize for Dedication to the Performing Arts</b>	<ul style="list-style-type: none"> <li>Presented to a student who has demonstrated excellent achievement in performing arts (Music, Dance, Drama). Nominated by the Creative Arts, PDHPE/Dance and English/Drama faculties.</li> </ul>	Year 12 Graduation	12
	<b>Janet Cockell Memorial Award for Commitment to Education</b>	<ul style="list-style-type: none"> <li>Presented to a student who has demonstrated an outstanding commitment to their education.</li> </ul>	Year 12 Graduation	12
	<b>Reuben F. Scarf Award for Commitment</b>	<ul style="list-style-type: none"> <li>Presented to a student who has demonstrated consistent effort and desire to improve in all areas of their schooling life (Year 11 or 12).</li> </ul>	Presentation Day	11
			Year 12 Graduation	12
	<b>Yr.11 VET Work Placement Prize</b>	<ul style="list-style-type: none"> <li>Provided by VET.</li> </ul>	Presentation Day	11
	<b>UWS Outstanding Year 11 Award</b>	<ul style="list-style-type: none"> <li>UWS description: Recognition of academic excellence, leadership and commitment to community. Nominated by Executive.</li> </ul>	Presentation Day	11
	<b>Sydney University Yr.10 Academic Excellence</b>	<ul style="list-style-type: none"> <li>Outstanding Year 10 student. Provided by Sydney University.</li> </ul>	Presentation Day	10
<b>Sydney University Business School Awards</b>	<ul style="list-style-type: none"> <li>Outstanding students in Year 10 Commerce, Year 11 Economics and Year 11 Business Studies. Provided by Sydney University.</li> </ul>	Presentation Day	10, 11	
<b>Dianne Nicol Prize for Science</b>	<ul style="list-style-type: none"> <li>Presented to a student who has demonstrated excellence in the Independent Science Research Project. Nominated by the Science faculty.</li> </ul>	Presentation Day	10	
FACULTY AWARDS FOR EXCELLENCE AND DEDICATION (YEAR 12)	<b>Isla Wilson Prize Recognising Passion for Writing</b>	<ul style="list-style-type: none"> <li>Nominated by the English faculty.</li> </ul>	Year 12 Graduation	12
	<b>Margaret West Prize for Dedication to Ancient, Modern &amp; Extension History</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in History. Nominated by the HSIE faculty.</li> </ul>	Year 12 Graduation	12
	<b>Excellence and Dedication to the Humanities</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in the Humanities. Nominated by the HSIE faculty.</li> </ul>	Year 12 Graduation	12
	<b>Excellence and Dedication to the Languages</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in Languages. Nominated by the Languages faculty.</li> </ul>	Year 12 Graduation	12
	<b>Excellence and Dedication to the Visual Arts</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in the Visual Arts. Nominated by the Creative Arts faculty.</li> </ul>	Year 12 Graduation	12
	<b>Excellence and Dedication to Maths/Science</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in Maths and/or Science. Nominated by the Maths and Science faculties.</li> </ul>	Year 12 Graduation	12
	<b>Excellence and Dedication to Technology and Applied Studies</b>	<ul style="list-style-type: none"> <li>Presented for commitment to learning in TAS. Nominated by the TAS faculty.</li> </ul>	Year 12 Graduation	12
	<b>ACHPER Student Achievement Award for 1<sup>st</sup> in PDHPE</b>	<ul style="list-style-type: none"> <li>Australian Council for Health, Physical Education and Recreation award. Nominated by PDHPE faculty.</li> </ul>	Year 12 Graduation	12
	<b>ACHPER Student Achievement Award for 1<sup>st</sup> in CAFS</b>	<ul style="list-style-type: none"> <li>Australian Council for Health, Physical Education and Recreation award. Nominated by PDHPE faculty.</li> </ul>	Year 12 Graduation	12

## WELLBEING

### YEAR ADVISERS

Year Advisers are appointed to each Year from 7 to 12. They gain a special understanding of the social and academic progress of the students in their particular year. Year Advisers perform a very special wellbeing role within the school structure because they follow the students throughout their secondary schooling at Burwood Girls High School.

Year Advisers have responsibility for

- student wellbeing
- meeting with teachers to review student progress
- organising interviews with parents
- preparing reports
- monitoring attendance

Year Advisers work closely with the School Counsellor, Head Teacher Wellbeing, Student Support Officer, School Nurse and Deputy Principal as part of the Wellbeing Team.



*Ms Kalogeropoulos  
Head Teacher*

### SCHOOL COUNSELLORS

The Counsellor is available for five days each week. She is trained to help students who have personal concerns that may affect their progress at school. Students who wish to discuss matters with the Counsellor may make an appointment at her office or ask their Year Adviser to make the appointment. If parents wish to speak with the Counsellor, they should phone the school first in order to arrange a suitable time.



*Ms Le and Ms Boddeus  
School Counsellors*

### CLASSROOM TEACHERS

Student wellbeing is the responsibility of every classroom teacher in the provision of a safe and happy learning environment that is stable, supportive and consistent.

Research indicates that teachers do make a difference and are critical agents in influencing students' attitudes to learning. School and education can change the life pathways of students by supporting their individual needs.

### ANTI-BULLYING POLICY

Burwood Girls High School rejects all forms of bullying.

All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

All members of the school community contribute to preventing bullying by modelling and promoting appropriate behaviour and respectful relationships.

## What is Bullying?

- Bullying is the deliberate intention to harm someone who does not have the power to stop it.
- Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.
- Cyber-Bullying refers to bullying through information and communication technologies.
- Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, sexuality or gender.
- Bullying of any form or for any reason can have long-term effects on those involved including bystanders.
- **Bullying, harassment or any form of discrimination goes against Burwood Girls High School core values and can be unlawful because it interferes with the rights of a person to feel safe and valued as a member of the school community.**

### The key features of bullying:

- **Causes hurt and distress**
- **Is repeated**
- **Involves the use of power in an unfair way.**

### Examples of Bullying and Harassment are:

- Verbal abuse (name calling, teasing, swearing)
- Intimidation and threats (standing over another person)
- Physical abuse (punching, pushing, spitting, fighting)
- Rumours, malicious gossip, offensive comments (verbal or written)
- Removing, hiding, damaging or destroying the property of others
- Making degrading comments about another's cultural, religious or social background
- Making suggestive comments or other forms of sex-based harassment
- Hurtfully and deliberately excluding peers from a group
- Sending nuisance phone calls or unwanted text messages and/or images by mobile phone or via the internet e.g. email, Facebook, SnapChat, Instagram, KIK.

It is also BGHS procedure that students' rights and confidentiality around issues of sexuality are respected. We encourage students to disclose homophobic bullying to a staff member, and will ensure that bullying will be taken seriously. No assumptions will be made about the students' sexual preference, nor should the student feel the need to disclose their sexual preference.

### Bullying takes many forms. It can be:

- **Face-to-face** such as fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space, AND behind-the-back such as writing threatening or offensive messages, sending distressing emails and writing anonymous notes that are hurtful.
- Done **individually** such as a person mocking or teasing someone, AND It can be done as a group by such means as social exclusion or hate group recruitment.
- **Physical, AND Psychological.**
- Sexual **harassment** which involves behaviours such as unwanted sexual touching, inappropriate joking, exposure, making sexual advances or demeaning someone due to their sexual orientation, AND Racial harassment which involves behaviours such as

social exclusion, teasing, taunting and threats based on another person's race.

- The causing of hurt by **traditional** methods such as punching, kicking and spreading hurtful rumours, AND The causing of hurt by contemporary means such as **cyber bullying**, sexting, engaging in identity theft or by defaming/degrading/insulting someone on social networking sites.

### **What Bullying isn't**

Behaviours that **do not** constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence (these will be dealt with under the schools discipline/behaviour policy)

### **Shared Responsibility in Preventing and Responding to Bullying Behaviours**

Schools exist in a society where incidents of bullying behaviour may occur. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all departmental staff, students, parents, caregivers and members of the wider school community.

**School staff** have a responsibility to:

- Respect and support students
- Model and promote appropriate behaviour
- Have knowledge of school and departmental policies relating to bullying behaviour
- Respond in a timely manner to incidents of bullying according to the school's Anti-bullying Plan.

In addition, **teachers** have a responsibility to:

- Provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community.

**Students** have a responsibility to:

- Behave appropriately, respecting individual differences and diversity
- Behave as responsible digital citizens
- Follow the school Anti-bullying Plan
- Behave as responsible bystanders
- Report incidents of bullying according to their school Anti-bullying Plan.

**Parents and caregivers** have a responsibility to:

- Support their children to become responsible citizens and to develop responsible online behaviour
- Be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour.
- Support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan.
- Report incidents of school related bullying behaviour to the school.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

**All members of the school community** have a responsibility to:

- Model and promote positive relationships that respect and accept individual differences and diversity within the school community.
- Support the school's Anti-bullying Plan through words and actions.
- Work collaboratively with the school to resolve incidents of bullying when they occur.

## **Online Bullying (Cyber Bullying)**

### **What is online bullying?**

Online, or cyberbullying, is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology.

Today's technology allows children to communicate instantly with others in both positive and negative ways. Online bullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down.

### **How does online bullying work?**

Online bullying can be carried out through an internet service such as:

- Email
- Instant messaging
- Chatroom
- Discussion group or forum
- Social networking websites such as Instagram, Facebook, Twitter or YouTube.

Online bullying can also include bullying through mobile phones by:

- Text and picture messaging video clips
- Phone calls.

Online bullies can repeatedly leave negative messages, harass, exclude or cyberstalk victims using these technologies.

### **Some examples of Cyber Bullying**

- Sending hateful or threatening comments or pictures by mobile phones or through social media.
- Posting rude, embarrassing messages or pictures of someone on social media.
- Using social media to socially exclude an individual.
- Creating a fake identity and using it to harm an individual.
- Filming or taking pictures of someone and using them to hurt someone on social media.
- Revealing personal and confidential information about someone without their consent.
- Sexting – taking explicit photos of yourself or others and placing them on social media so others can see them is morally wrong and illegal.

Cyberbullying can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a wide audience. It can be done quickly and easily and the cyberbully can often be unaware of the extent of the harm being caused. Cyberbullying has been linked to depression, self-harm and even suicide.

Cyberbullying is **against the law** and can result in police involvement.

### **Protect yourself from Online Bullying by:**

1. Never share your password; or any private details.
2. Being careful sharing who you talk to online, as they may not be who they say they are.
3. Never share information or images of yourself to anyone who you do not know.
4. Never share information or images of or about yourself that you would not want shared. Someone who is your friend today may not be your friend tomorrow.
5. Never agree to meet up with someone you do not know.
6. Remember, once an image is on the internet, it can never be entirely removed.
7. If you are cyberbullied, keep the evidence and report to your parents and the school.

### **What you should do if you are subject to cyberbullying or stalking?**

- Immediately inform your parent/caregiver.
- If you know the person, you should contact him/her and ask him/her to stop.
- Block the offender from your page.
- Print/save a copy of offending messages if possible, to allow for effective follow up. If the person is a student at BGHS, report the incident to your Year Advisor, Head Teacher Wellbeing or Deputy immediately.
- If the person is not a student at BGHS, report the incident to the police.
- Report abuse to web administrators. Click on a 'report abuse' link on the website being used. This website will remove the offensive content, this can take time. If the material is not removed in 48 hours, you can lodge a complaint through the office of the Children's eSafety Commissioner: <https://www.esafety.gov.au>. You may also report abuse on this website.

### **What are the consequences for cyberbullying or stalking?**

It is a criminal offence with possible legal repercussions to use emails, telephones or text messaging:

- To threaten to kill or harm a person where the intention is to make the other person fearful that the threat will be carried out.
- If the content of the messages or phone calls can be regarded as threatening, harassing or offensive.
- To intimidate a person for the purpose of causing someone fear of physical or psychological harm.

You, or your parent/caregiver need to contact the police who will take whatever action is necessary.

A Police Youth Liaison Officer is available to assist you at Burwood Police Station and can be contacted on Ph: 9745.8499.

Link to NSW anti-bullying website <https://antibullying.nsw.gov.au>

For more information on Cyber Safety fact sheets for parents, Managing Your Reputation and Cyber Safety Top Ten Tips for Youth visit [www.thinkuknow.org.au](http://www.thinkuknow.org.au)

### **How to deal with Bullying and Harassment?**

If you are harassed or bullied you can take a number of steps:

- If it only happens once and you can cope with it, you could ignore the behaviour.

- If it continues, you could say to the bully “Stop it. You are bullying me and I don’t like it.”
- Try and stay in a group and not be by yourself.
- Always talk it over with people you trust – friends and/or family – who can help plan how to deal with the bullying.
- Do not retaliate aggressively, either physically or verbally. Dealing with the situation in a non-hostile manner commonly goes against the response the person was hoping for.
- You should report it to your teacher, Year Advisor, HT Wellbeing or Deputy who will take action to stop the bullying.

### **Be an effective Upstander**

Take action if you know someone who is being bullied. Students who observe any form of harassment, bullying or discrimination involving someone in the school community wherever it occurs, are strongly encouraged to report this to a member of staff as soon as possible.

Bystanders contribute to the problem – Upstanders can stop the problem.

1. Offer your support
2. Talk to the student about it.
3. Try to make sure the student is not alone at times when they could be bullied or harassed.
4. Encourage the student to report the incident to a member of staff.

### **How to encourage your child to be an effective Upstander**

- **Talk with your child about bullying**  
Ask your child about what happens at school and keep the lines of communication open. That way they are more likely to confide in you.
- **Ask others for help**  
Bystanders far outnumber those who are bullying. Have your child ask others to help say ‘stop’ to the person bullying.
- **Tell your child to keep their own safety in mind and to tell an adult if they are worried about bullying**  
The important thing is to teach young people how to intervene appropriately so that they don’t put themselves or anyone else in danger.

### **Telling an adult is not dobbing**

- **Let your child know it’s okay to tell**  
Make it safe for your child to tell you about what happens at school and how it makes them feel. Try to listen without rushing in with solutions.
- **Help your child with strategies to help others who are being bullied**  
If gossip is being spread about someone they know, encourage your child to speak up and tell the truth. Tell your child not to join in bullying behaviour.
- **Know how to report bullying**  
Young people need to know that they can ask several trusted adults at school for help. Ask your child which adults at school they would report bullying to.
- **Show your child respect and kindness at home**  
If members of the family treat each other well, your child will most likely treat others the same way.

### **What actions will occur if bullying or harassment continues?**

- If the bullying behaviour persists see your Year Advisor who can refer the situation to the

Head Teacher Wellbeing and/or Deputy Principal who will then take action to stop the bullying or harassment.

- If the situation continues or escalates, the HT Wellbeing/Deputy Principal will issue a warning to the bully and their parents will be contacted.
- The bully will be issued a warning letter which is to be taken home, signed by a parent/guardian, and returned to the HT Wellbeing/Deputy Principal.
- If the bullying still continues this may lead to suspension and follow up parent meeting.
- If the bullying is happening outside of school, during the evening or on weekends it should be reported to the local POLICE.
- If students from another school are taking part in bullying behaviours, tell your parents who can:-
  - Report it to the Principal of that school
  - Report it to the Police
  - Report it to Deputy/Principal of BGHS who will then contact the Deputy/Principal of that school. The other school is responsible for dealing with their students who are taking part in the bullying.

**Other intervention may include:**

- Individual or group mediation by the Year Advisor, HT Wellbeing or School Counsellor.
- Parent contact
- Year Advisor, Head Teacher Wellbeing or Deputy Principal discussing strategies with students and parents.

**Strategies that BGHS will implement to empower the whole school community to discourage Bullying**

- Anti-bullying posters displayed around the school.
- Printing anti-bullying policies/procedures in student diaries, staff handbook and on the schools website.
- Staff modelling appropriate social interaction skills in delivering non bullying teaching practice.
- Training staff to detect bullying behaviours.
- Staff acting promptly when they see/hear bullying behaviours occurring.
- Staff encouraged to promote an understanding of the school Code of Conduct – to provide an understanding of our school values.
- Using the school newsletter and Parent Portal to keep the school community educated/raise awareness about bullying.
- Students provided with an understanding of the nature of bullying and strategies to use in such a situation in PDHPE, STARR Days, Big Sister activities, camps and Year Assemblies.
- Presentations on assembly by students raising awareness and supporting the schools NO bullying policy e.g. Mini Mind Matters team, SRC and Prefects.
- Development of social skills through a range of activities during STARR Day, camps, Big Sister activities.
- Providing positive leadership opportunities.
- Teachers being on time to class/playground duty to avoid students being unsupervised – as incidents of bullying usually occur when teachers are not present.
- Employing a School Chaplain who has specialised skills in helping both victims of

bullying and identifying bullies.

- Encouraging the development of a bond between junior students and their Big Sisters – so they feel comfortable to inform them of any bullying.
- Training the Big Sisters to be able to identify and report any bullying.
- Encourage staff to adopt classroom management techniques that discourage opportunities for bullying behaviours.
- Establishing a strong Wellbeing Team to monitor the wellbeing of students at risk.
- Year 6 to 7 Orientation/Transition Day
- Provide Leadership opportunities
- Data Gathering e.g. Tell Them From Me surveys, Year group surveys
- School Newsletters
- Education – providing students with the knowledge and skills needed to understand the nature of bullying and how to address it.
- Promote awareness and inclusion of all students by taking part in:
  - The National Day of Action against bullying and violence
  - Wear It Purple Day
  - International Day
  - Rainbow Activities
  - School camps
    - Yr 7 – Broken Bay
    - Yr 9 – Morrisset
    - Yr 10 – Uluru
    - Yr 11 - Jindabyne
  - Overseas Visits, e.g. Japan / Bali / India / Vietnam / Cambodia / Korea
  - Gala Day
  - Black Dog Institute
  - RUOK day
  - TIDDAS
  - Big Sisers
  - True Colours
  - Crescent Club
  - SRE
  - Pacific Islander Group
  - Hands Across the Ocean
  - Harmony Day

Link to NSW anti-bullying website <https://antibullying.nsw.gov.au> Know where you can go for help

- Reach Out: [www.reachout.com.au](http://www.reachout.com.au)
- Bullying. No Way! [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)
- Kids Helpline: 1800 551 800
- Youth Beyond Blue: [www.youthbeyondblue.com](http://www.youthbeyondblue.com)
- The website, application or phone carrier that you were using at the time.

## BIG SISTERS PROGRAM

The first phase of the Burwood GHS Big Sisters Program aims to ensure the transition into high school is a smooth and enjoyable process for students commencing Year 7. It provides leadership opportunity for Year 10 students entering the next phase of their schooling as senior students. For example, they assist during Year 7 Orientation Day, Meet the Parents BBQ, Year 7 Camp, Year 7 Disco, Year 7 Celebration of Learning, etc.

The second phase of the program ensures that wellbeing and leadership initiatives are extended to Year 8 and Year 11. The core groups remain the same and activities continue to focus on building resilience and managing schooling and personal lives. Year 11 students are invited to the Year 8 Camp, Year 8 Disco and continue fostering relationships.

As a leader and mentor in the Big Sister Program, the school expects you to take on the following responsibilities:

- Uphold our school motto – “Not for Ourselves Alone”
- Conduct yourself according to school rules. This includes wearing perfect uniform and behaving appropriately in class and in the playground.
- Demonstrate a commitment to developing leadership skills by showing continual mentorship throughout Year 10 and Year 11.
- Show commitment to your own learning by catching up on missed work.
- Be proactive and involved in all scheduled Big Sister activities as well as school events.
- Attend all scheduled Big Sisters meetings and collect equipment to run sessions.
- Work with your assigned group to organise the running of each session, being aware of group dynamics and offering all members opportunities to lead.
- Be a good listener and show genuine care for others.

Communicate well with younger students and relay any concerns or disclosures to teachers – Big Sister Coordinators, Head Teacher Wellbeing or Year Advisers.



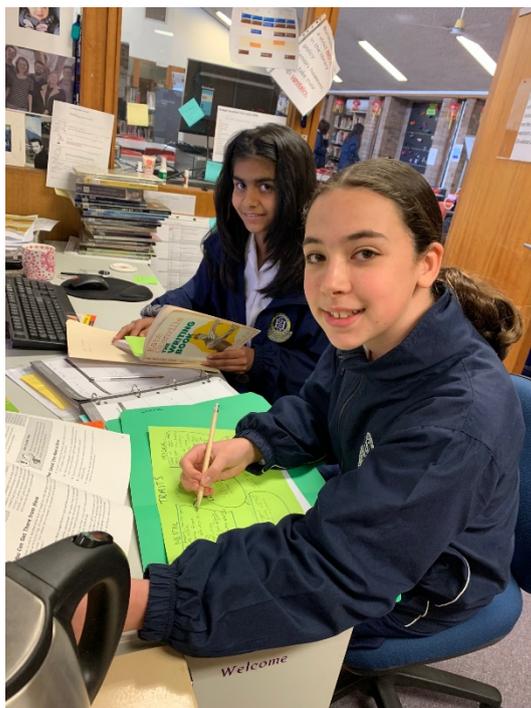
## CO-CURRICULAR ACTIVITIES

Burwood Girls High School offers a range of co-curricular groups for the students to participate in. Some of these groups assist them to hone their talents such as the Band or Dance Program. Others such as the Prefects and SRC give opportunities to develop leadership skills. The Creative Club, Tiddas and Environment Committee give space for students to socialise and follow their passions.

We encourage all students at Burwood Girls to become involved in one (or more!) programs to explore their potential and develop soft-skills, such as communication and team working, which complement the academic skills learnt in the classroom.

- Band program - BEP (Burwood Ensemble Program) (with many groups)
- Chess Club
- Creative Club
- Dance Program (with many groups)
- Debating
- Duke of Edinburgh's Award
- Environment Committee
- High Potential & Gifted Education (HPGE) Program
- International Day performances
- Jersey Committee
- Knockout sports
- Maths Club
- Overseas study tours
- Prefects
- Public speaking
- Student Representative Council
- Theatresports
- Tiddas
- True Colours
- Year Book Committee
- Formal Committee

and others...



## SCHOOL FACILITIES AND ADMINISTRATION PROCEDURES

### MAIN OFFICE

#### Contact Details

Address for correspondence: Burwood Girls High School  
Locked Bag 2001  
Croydon NSW 2132

Telephone number: 9503 7000

E-mail: [burwoodg-h.school@det.nsw.edu.au](mailto:burwoodg-h.school@det.nsw.edu.au)

Website: <https://burwoodg-h.schools.nsw.gov.au>



Mrs Elizabeth Retsas  
School Administrative Manager

### Office Hours

**Students:** the office hours are:

- Before school: 8:00am to 8:45am (payments: 8:30 to 8:45am)
- Recess and lunch (payments close at 2:00pm each day)

The payment window is closed every Friday at recess for a staff meeting, on the last day of each term, and at other times as notified. No payments will be taken during class time.

**Parents:** Office hours are 8:00am to 4:00pm, Monday to Friday. Parent payments accepted any time between 8:30am and 2:00pm.

#### Payment options:

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment: <https://burwoodg-h.schools.nsw.gov.au> under "Make a Payment" button.
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

We do not take payments on the last day of each term.

**Public Entrance** - Reception, transport information, concession cards, enrolment enquiries

**Student Entrance** - Late notes, absentee notes, 'early leavers' passes, uniform passes, student swipe out

- First aid
- Payments

Please don't hesitate to contact the office if you have any queries.

### SCHOOL NEWSLETTER

The school newsletter, called *Event*, is published online usually twice per term. Students and parents receive a copy via their school email on the date of publication. It is also available on our website.

In this newsletter you will find information about events that have taken place at the school, events which are planned, reports from our students as well as other information which will keep you in touch with what is happening in our school community.

### LOCKERS

Student lockers are organised through the payments window at the front office. A fee is charged each year for lockers, which includes a lock and key provided by the school. Year 7 students are given first preference for lockers.

## **SCHOOL LIBRARY (LEARNING CENTRE)**

Our library is open from 8:00am until 3:30pm Monday, Tuesday, Friday and 8:00am until 5:30pm on Wednesdays and Thursdays when the Homework Centre is available. The library has a focus on providing the latest print and electronic books and other resources. Printing may be done in the library using payment on the student card, which can be topped-up at the front office payment window. The teacher-librarian is available to help you to find the most suitable resources.

## **LOST PROPERTY**

Lost property is located in the library. Clearly label all property with your name, particularly clothing (and Opal card if you have one). It is not advisable to bring large amounts of money or valuables to school.

## **FIRST AID / SICK BAY**

The sick bay is located near the front office and is available for emergency illness and accidents only. Do not come to school if you are sick. If you are too ill to return to class after visiting sick bay, your parents will be contacted to collect you. Students are NOT to use mobile phones to call parents. If you are ill or injured during recess or lunch, you should report immediately to a teacher before going to sick bay. During lesson time, you must obtain a note from your teacher to allow you to go to sick bay. Please make sure we have current contact details for parents and emergency contact people.

## **THE CANTEEN**

Students are encouraged to pre-order lunches online before school or at recess. This ensures that they have their lunches ready without the need to wait for it to be made up at lunchtime. The first 10 minutes of lunch are set aside to collect lunches. Canteen menu and prices and information on how to order online are available on our school website.





## BYOD (BRING YOUR OWN DEVICE)

### What is BYOD?

*Bring Your Own Device* or BYOD is a strategy which allows students to use their own personal digital devices within the school and class environments for learning. One of the main features of this program is free access to the Department of Education and Communities' filtered internet service through the school's Wi-Fi network.

### Why use BYOD?

Research indicates the potential for students to use connected digital devices to deepen learning, make learning more personalised and student-centred and to enhance development of 21<sup>st</sup> century learning skills. <http://bit.ly/BYODLiReview>

### BYOD in Year 7 2022

Year 7 students are asked to bring their own computing device to school every day. The device will be solely for the student's use during the day.

Prior to bringing a personal device for the first time, students and their parents will need to read and sign a **BYOD Student User Agreement** which will set out the responsibilities and expectations for use of the personal device at Burwood Girls High School.

### What type of device can we bring?

BYOD is designed to give students and family's freedom to make technology choices that suit them and their circumstances.

The device must meet the **minimum device requirements** for both connection to the school Wi-Fi network, and for the device to be functional as an aid to learning. The **minimum device requirements** are outlined separately, over the page.

Many students have already indicated that they have a suitable device. Parents and students considering the purchase of a computing device should ensure that it meets the **minimum device requirements**.

### What about the cost of a tablet or laptop?

The purchase of a device can be a significant expense but when the cost of a quality device is viewed over three to four years, the expense is considerably less. Many teachers feel that a device with a **keyboard** is the most appropriate for use in the high school context.

Burwood Girls High School places significant emphasis on the integration of technology into many aspects of teaching and learning. The school is committed to its obligation as a public education institution to deliver the same learning outcomes for all our students no matter their families' financial means. The school has developed a number of strategies that will ensure access to information and communication technologies for all students.

## Minimum Requirements for BYOD devices

### Wireless Connection

Tablets or laptops must have this minimum wireless capability: The DoE wireless network installed in high schools only operates on the **802.11n 5GHz** standard.

Devices with 802.11a/b/g or 802.11n 2.4GHz only will not be able to connect.

### Software

Other than operating system, no other software is required. **Note:** Microsoft Office and Adobe Creative Suite is available for DoE students to download at no cost.

## BYOD Checklist

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### Wireless Connectivity

#### Wireless connectivity is key to BYOD devices in schools!

Devices must support **5GHz** dual band wireless or 802.11 a/b/g/n. (Make sure it supports both 'a' and 'n'.)

This is the most important feature for connection to the DoE network; otherwise, you will need to buy a Wi-Fi adapter.

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### Battery Life

#### Minimum 5hrs

Devices need to last the school day. We recommend a minimum of 5hrs battery life.



### Memory and RAM

#### 32GB Memory 8GB RAM

To be able to store and process data effectively these minimum specifications are essential.

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### Hardware Features

#### Camera & microphone

These are necessary to ensure students can participate in 21 century learning activities, a stylus may be useful and a keyboard is strongly recommended.



### Screen Size

#### 14 inch screen

Whilst all laptops should be compatible, screens need a minimum 14 inch to ensure ease of use throughout an entire school day.

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### Other Essential Considerations

**Casing:** Needs to be tough and sturdy. Can it be dropped without breaking?

**Weight:** Is the laptop light enough for student to carry each day?

**Durability:** Consider the overall durability of the device. Are the keys and inputs sturdy?

Look for a tough and thick outer shell



Remember this device is expected to last several years

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### Accessories

**Carry Case:** A carry case or skin is essential in protecting your device and can provide ergonomic advantages.

**Insurance:** Devices can become lost or be broken easily at school. Make sure your policy covers these eventualities.

**Warranty:** Make sure you consider purchasing extra warranty to reduce future repair costs as these devices will be used extensively.

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### Existing Devices which meet minimum requirements

Device Type	Windows Laptop	Mac Laptop
Operating System	Windows 10	OS Catalina
Wireless	<b>5GHz 802.11n</b>	<b>5GHz 802.11n</b>
Screen Size	preferable 14"	"
Storage Capacity	64 GB hard drive	64 GB hard drive
RAM	8 GB	8 GB
Maximum Device Age	2 years	2 years
Minimum Battery Life	5 hours	5 hours
Accessories	Protective case/cover Headphones	Protective case/cover Headphones
Other Requirements	Up-to-date Antivirus	Up-to-date Antivirus
Device Example	Lenovo Ideapad Slim1 14-inch Notebook	13-inch MacBook Air

#### Important Notes:

- Devices based on the **Android** operating system are **not recommended**.
- **iPads** have limited use and are **not recommended**.



Visit <http://burwoodgirlsbyod.weebly.com> for further information

## HOMWORK POLICY

The main purpose of homework is to support learning. Research indicates that homework will only achieve this purpose if it is well-planned and meaningful. At Burwood Girls High School, we believe strongly that it is important for all girls to have homework designed to meet specific learning goals. Research indicates that student learning may be enhanced if homework is assigned by teachers with a specific, explicit learning purpose. On completion, teachers should acknowledge student effort and provide feedback related to student learning.

However, we also recognise research findings which show that:

- Homework that is too lengthy or too demanding can be counterproductive and reduce the motivation of students to engage in learning.
- The quality of the homework assigned is likely to be more important than the quantity.
- Homework must be purposeful and relevant to student needs and should not jeopardise the right of children to enjoy a balanced lifestyle.
- The amount of homework and time spent on it should accord with the student's age and developmental level.
- Effort spent on homework is a stronger correlation of academic achievement than time spent on homework.
- Year level appears to be a determinant of homework's academic effectiveness.

### Time expectations for homework

When homework is given, the teacher will indicate the time that most students should require for the completion of the task which is assigned.

The following are our recommended guidelines. They aim to ensure that neither too much nor too little homework is given on most nights.

Students who are absent from class or do not complete classwork in a timely manner will be responsible for "catching-up" missed work in their own time.

### Middle School

The BGHS School Plan targets quality assessment practices in the middle school.

Students will be given a range of assignments or assessment tasks that they will be required to research and complete in their own time to demonstrate achievement of outcomes in each of their subjects.

Assessment tasks encourage students to pursue knowledge accurately and innovatively, including:

- creating or designing something
- investigating
- researching
- writing

Whenever possible, homework should recognise the place of technology and its benefits, such as the internet, for organising and accessing information.

Mathematics As a general rule of thumb, we would expect students in the junior school to complete about two hours of mathematics homework each week. This works out at less than twenty minutes each night. As students move into the senior school, they should expect to complete up to three hours of homework a week.

Mathematics students will typically be required to complete activities commenced in class at home. This allows students to practise their skills and to consolidate their understanding of the work. It should also help develop confidence with their learning. In addition, students can spend time reviewing past lessons and other resources.

Parents are asked to encourage their daughters to complete their homework. If your child is having difficulty with a particular task, please encourage them to seek assistance from their teacher. Please feel free to contact the Mathematics Faculty if you have any concerns.

**Year 7** – Students in Year 7 are to complete homework in Maths, reading and Wordflyers program in English and vocabulary in Languages. Whilst there will not be homework in other subjects, students will be given assessment tasks to complete at home (including study and revision for a class test).

There should be NO holiday assessment tasks assigned. This includes work due in the first week of a term.

We would expect students in Year 7 to complete about two hours of mathematics homework each week.

**Year 8** – Homework requirements in Year 8 will be expected to include Maths, English, Science and vocabulary in Languages. As in Year 7, students will receive assessment tasks from other subjects to demonstrate their achievement of learning outcomes.

There should be NO holiday assessment tasks assigned. This includes work due in the first week of a term.

We would expect students in Year 8 to complete about two hours of mathematics homework each week.

**Year 9** – Year 9 students will be required to complete homework, as directed by their teachers, in all relevant subjects. 1-2 hours per night (Mon–Fri). A maximum of 30 minutes homework per night for a subject. An average maximum of 90 minutes homework per week for a subject i.e. 2 - 3 times per week. Assessment tasks are a major component of a teacher's formal assessment strategies.

There should be NO holiday homework tasks assigned, for example work due in the first week of a term.

We would expect students in Year 9 to complete about two hours of mathematics homework each week.

### **Senior School Year 10**

1½–2 hours per night (Mon–Fri). Weekend homework may be required at times. A maximum of 30 minutes homework per night per subject. An average maximum of 90 minutes homework per week for a subject i.e. 2 - 4 times per week.

We would expect students in Year 10 to complete about two hours of mathematics homework each week. 5.3 or accelerated students may require longer periods of homework and study.

### **Years 11–12**

2–3 hours per night. Weekend work will be required regularly to keep on top of HSC course demands and assessments. Holiday revision is normal for most students and many choose to use some vacation time on long-term assessment tasks.

### **Guidelines for Students**

- Homework is an important part of your learning and you should make it a priority to complete all homework as well as you can.
- Get organised by using your Student Diary to record all the work you are given. This will help you to plan the books you need to take home and the time you will need to do the work each night.
- If you have a problem with getting your work done, bring a note from your parents or discuss it with your teacher at the start of the lesson. E.g. family commitments, co-curricular and extra-curricular activities, feeling unwell, too much work, work is too difficult and you need help etc. Your teacher will be as understanding as possible.
- Ask your teacher, preferably in advance, for an extension of time if you are particularly busy. Discuss problems with your teacher, who will be pleased to see that you are interested in doing as well as you can.

For more information go to **Homework Policy (NSW Department of Education)**  
<https://education.nsw.gov.au/policy-library/policies/homework-policy>

### **The Homework Centre**

The Homework Centre runs every Wednesday and Thursday afternoon in the School Library from 3:30-5:30pm. The Homework Centre is free and the school hires former students to assist those who need help with their homework or study. There is a strong focus on support in Maths and Science, but help with other subjects is available (there is always a teacher present). Two of the tutors speak Mandarin.

Students do not have to use the tutors. Students may come and do their own study or homework. The Homework Centre is combined with the ESL Help Centre to allow ESL students to get further support with their work.

Students can use the Centre whenever they like – it is not a permanent commitment and students are not required to stay the full 2 hours.

### **ROLL CALL**

All students will be allocated a roll call group to attend each morning. The groups are in alphabetical order in the same year and will have a permanent roll call teacher. These roll groups are also used for emergency drills and Recognition Assemblies.

### **SCHOOL DIARY – YEARS 7, 8, 9**

Burwood Girls has a student diary for Years 7, 8, 9 that is subsidised out of school funds. It contains specific information for students about the school and useful hints on study skills and learning strategies. The cost of the diary is \$10 and is included on the fee sheets for Years 7, 8, 9 and statements of account sent home.



## SPORT



*Swimming Carnival*

Burwood Girls High School provides students many opportunities to engage in a variety of sporting competitions and fitness activities.

### **Carnivals**

The sports in Year 7 include softball, cricket, soccer, European handball netball, volleyball, fitness, gymnastics, dance and aerobics. Year 7 has a Gala Day, when our school teams compete with other schools in our Zone in soccer, netball and volleyball. There is a Swimming Carnival in Term 1, Cross Country Carnival in Term 1 and an Athletics Carnival in Term 2.

**Attendance at sport and both Swimming and Athletics carnivals are compulsory as they are part of the school curriculum.**

### **Knockout Competitions**

Throughout the year, the school competes in a variety of Knockout sporting competitions as part of the Sydney North Schools Sports Association. As the name suggests - If Burwood Girls win their round one game, they would move on to play in the next round of competition. If Burwood Girls lose their round one game, they are now 'knocked out' of the competition.

The sports in which we field teams are: Basketball (15s and opens), Football (opens), (opens), Netball (under 15's and opens), Softball (opens), Touch Football (opens), Volleyball (opens) and Water Polo (under 15's and opens).

In an 'opens' team, players may consist of a range of students from Years 7 to 12. In most cases, a trial is necessary to choose a Knockout team. This is communicated to the students via the daily messages and the trials occur at a designated lunchtime, before or after school by the coach.

As the competition draw is set by Sydney North Association, some of the round one game's are at HOME venues close to Burwood Girls and other games maybe at AWAY venues. This can involve travelling long distances For example: Central Coast, Northern Beaches. The coach will organise all arrangements.

### **Grade and Recreational Sport**

Students in Years 8-11 have sport on Tuesday afternoons. Year 7 students have sport in their class groups at various times in the week.

Each term, students in Years 8-11 participate in grade or recreational sport:

- **REC sports include:** Badminton, ball games, barefoot bowls, cardio boxing, circuit, dance ensemble, European handball, futsal development, indoor rock climbing, hip hop ensemble, Pilates, power walking, rec basketball, rec netball, RPM/cycle, run club, self-defence, table tennis, tennis and yoga.
- **GRADE sports include** netball, basketball, European handball, soccer, volleyball, touch football, ultimate Frisbee, softball.

Sport choices occur once per semester where students use their own device to log onto the Edval selection website with their unique code. Sport selections happen in Term 1 (for Terms 1 & 4 – Summer) and in Term 2 (for Terms 2 & 3 – Winter). The site is opened for a block of one week for students to make their choices. Students select 3 sports preferences and 3

reserve choices. Information about the sports offered is emailed to all students and placed on the school website each term with the appropriate permission note. Once the site closes, class rolls are arranged and posted on the sports noticeboard for confirmation, along with a meeting time and venue spreadsheet. Students are responsible for checking the board and being organised with permission note on the first day of sport. It is important to note that students who do not complete the online choices will be assigned a sport automatically and be unable to make any changes.

### **Sport uniform**

We expect students to be dressed in full school sports uniform with appropriate shoes each week. The uniform for sport consists of a blue polo shirt and school sport shorts or school tracksuit pants, school tracksuit jacket and a pair of suitable sports shoes. For PE lessons, the sport uniform is also required.

### **Non-sport / Sport detention**

Students meet their teachers at the assigned venues and participate in their sport. Students who are injured or unwell are required to bring a note from home and see Ms Dalageorgos or Ms Gianotti in the PDHPE staff room at the start of lunch for a non-sport note, which gives them permission to complete homework in a designated room. Students who miss their sport, or come inappropriately dressed, attend sport detention, where they remain at school from 1:10-3:00pm cleaning the playground and re-writing the school uniform policy.

### **Dismissal from the sporting venue**

Students who wish to be dismissed from the sporting venue each Tuesday afternoon must complete an application form EACH TERM and return it to the deputy principal by no later than Week 3 of term for approval. Once approved, this will be noted on the student profile on Sentral and teachers will release students at 2:20pm each week.

### **Elite Athlete Exemption Policy**

In the event that an elite athlete is engaging in extended training and competition hours, they may be exempt from Tuesday sport. To be considered an elite athlete, a student:

- Participates in their chosen sport at a state level or higher.
- Engages in 20-30 hours of sport-specific training and/ or fitness conditioning programs.
- Receives a Pass or higher in RAD Advanced, Advanced 1 and/ or Advanced 2 classical ballet exams.
- Is contracted to the entertainment industry, such as performing in paid performances, shows, festivals and eisteddfods are compulsory and duration is extended (e.g. Dirty Dancing stage production, So You Think You Can Dance etc). Local studio entries to eisteddfods are not included.

An application for exemption must be submitted to Ms Gianotti for verification, then to Ms Kumar for final approval and must include the following relevant supportive documentation:

- A letter from parent/carer
- Examination entrance papers
- Achievement certificates
- Weekly training timetables
- Supporting letters from sport coaches/ teachers
- Eisteddfod entrance confirmation letters
- Performance/ employment contract letters
- Documentation outlining how Tuesday afternoon sport time will be used for sport-specific training or conditioning.



## SPORTS HOUSES FOR 2022

YEAR	CUMBORA (Yellow)	KAYEROO (Red)	KURRAJONG (Green)	YORELL (Blue)
7	L - R	S - Z	A - D	E - K
8	E - K	L - R	S - Z	A - D
9	A - E	F - K	L - R	S - Z
10	G - L	M - R	S - Z	A - F
11	A - F	G - K	L - Q	R - Z
12	V - Z	A - L	M - Q	R - U

Houses are based on the first letter of your family name.

Students are encouraged to dress up for the swimming and athletics carnivals to show 'house spirit'. House Captains are elected each year from Year 11 and lead their house members to encourage competitors.

Below are examples from a recent swimming carnival:



**CUMBORA**



**KURRAJONG**



**YORELL**



**KAYEROO**

## FIELD STUDY DAYS AND EXCURSIONS



*Year 7 Camp*

Three Field Study Days are set aside each year and involve the whole year cohort in a specific activity. Field Studies are part of the school curriculum and aim to provide enrichment, extension, practical experience or compulsory study components of the various courses undertaken by the students.

### **Attendance at Field Study Days is compulsory.**

Students experiencing financial difficulties should inform the relevant Head Teacher who will support the students' attendance at the Field Study Day activity.

Teachers arrange excursions at various times throughout the year to complement the curriculum delivered in the classroom.

Parents/caregivers are required to sign a permission note for every field study or excursion activity and are asked to ensure their daughter attends in full school uniform unless written information tells them otherwise. All money and notes for excursions must be paid for/returned by the due date. **No late payments are accepted and students who have not paid by the due date will not attend the field study or excursion.**

## SPECIAL RELIGIOUS EDUCATION (SRE)

SRE lessons for students in Years 7-12 are held on Tuesdays. SRE, previously known as "Scripture", is an integral part of the curriculum in government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every government school in NSW. Currently, we are offering 30-minute lessons in Protestant, Catholic, Greek Orthodox, Islam-ICPA, Islam-ISRE and Hindu faiths.

The content of SRE classes is specific to each religion or denomination. It is not the same as General Religious Education, which is a component mainly of the Human Society and its Environment key learning area. General religious education involves learning about religions, the place of religion in society and the importance of religious beliefs for particular individuals and communities.

The teachers who provide SRE have to be authorised by their religious persuasion and many of them have completed special training. They use material approved by the religious persuasion.

Religion is an important element in the development of cultures and plays a significant role in the community. We trust that your child will benefit from the religious education opportunities provided.

## STUDENT REPRESENTATIVE COUNCIL (SRC)



*SRC members leading Yr.10 Recognition Assembly*

The Student Representative Council is an integral part of our school community and plays an active role in coordinating activities. The SRC is responsible for organising many school events including assemblies and celebrations for International Women's Day, ANZAC Day and Refugee Week. It is under SRC leadership that the students run our school's biggest festive celebration, International Day. The SRC is also heavily involved in social justice activities, working hard to create awareness and raise funds for our Hands Across the Ocean charities. SRC members are the voice of the students. The principal and deputies value their input in school decision making. The SRC is organised according to year groups and they meet once a fortnight. On alternate weeks, "executive" members from each year group come together to share ideas and work on whole school planning. Their contributions make a significant impact in our school community.

## MOBILE PHONES POLICY

It is important that students develop good mobile phone etiquette and form healthy habits with technology. In order to minimise disruption to teaching, learning and confrontation between teacher and students over the use of mobile phones, the following will strictly apply.

Burwood Girls High School believes that the best learning comes from a collaborative approach between parents and teachers.

1. Mobile phones must be switched to SILENT and stored out of sight in all school rooms, assembly and detention (phone calls and texting must not occur during lessons).
2. Mobile phone use is discouraged at recess and lunch.
3. Mobile phones and airpods MUST NOT be brought into any assessment or examination situation.
4. At teacher discretion, mobile phone and airpods may be used if they enhance or aid learning.
5. The school takes no responsibility for damage, safety or loss of mobile phones.
6. Communications between parents and children during school hours must be facilitated by school staff.

Department of Education - Mobile devices in schools:

[www.digitalcitizenship.nsw.edu.au/articles/mobile-devices-in-schools](http://www.digitalcitizenship.nsw.edu.au/articles/mobile-devices-in-schools)

eSafety Commissioner - Skills and advice for parents:

[www.esafety.gov.au/parents/skills-advice](http://www.esafety.gov.au/parents/skills-advice)

## GENERAL TIMETABLE

The school's timetable operates on four period days for subjects. Sport takes place on Tuesday afternoons for Years 8-11, with Year 7 at other times. See 'Bell Times'.

## BELL TIMES

MONDAY + ASSEMBLY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55	ROLL CALL 8:45-8:55
PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10	PERIOD 1 8:55-10:10
ASSEMBLY 10:10-10:40	RECESS 10:10-10:30	SRE OR STUDY GROUP (all years) 10:10-10:45	RECESS 10:10-10:30	RECESS 10:10-10:30	RECESS 10:10-10:30
RECESS 10:40-11:00		RECESS (all years) 10:45-11:10			
PERIOD 2 11:00-12:10	PERIOD 2 10:30-11:50	PERIOD 2 11:10-12:30	PERIOD 2 10:30- 11:50	PERIOD 2 10:30- 11:50	PERIOD 2 10:30- 11:50
PERIOD 3 12:10-1:20	PERIOD 3 11:50-1:10	LUNCH 12:30-1:00	PERIOD 3 11:50-1:10	PERIOD 3 11:50-1:10	PERIOD 3 11:50-1:10
LUNCH 1:20-2:00	LUNCH 1:10-2:00	SPORT YEARS 8-11 1:00-2:30	LUNCH 1:10-2:00	LUNCH 1:10-2:00	LUNCH 1:10-2:00
		PERIOD 3 YEAR 7 1:00-1:40			
PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15	PERIOD 4 YEAR 7 1:40-3:00	PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15	PERIOD 4 2:00-3:15

## SCHOOL ID CARDS

School ID cards are issued automatically each year, after school photo day. If a student is absent on school photo day they must inform the office to have an ID photo taken.

## SCHOOL BUSES/TRAINS, TRANSPORT PASSES/SCHOOL OPAL CARDS

For a complete, up-to-date list of bus routes and timetables, visit <https://transportnsw.info/> or phone 131500.

**TO APPLY FOR A SCHOOL OPAL CARD/TRANSPORT PASS:** <https://transportnsw.info/>

You must go to this website to apply or make changes to school Opal cards and travel passes. If you change your address, you must submit a change of address form to the school **before** applying for a new Opal card/travel pass online.

## CONCESSION ENTITLEMENT CARDS

All students over the age of 16, travelling on Transport for NSW services, must carry with them a CONCESSION ENTITLEMENT CARD. **This concession entitlement card is to be used in conjunction with your OPAL CARD or concession fare paper ticket.** Students travelling on a concession ticket fare who do not have their Concession Entitlement Card with them, may be given

an on the spot fine of between \$200 and \$550. Report lost Concession Entitlement Cards to the school office immediately so we can order a replacement card, which takes approximately 10 working days. In the meantime, students must travel with a full priced ticket.

## **BASIC STREET SAFETY – STRANGER DANGER**

Personal student safety is paramount while travelling to and from school or sport - even in daylight hours.

The school has been in touch with the local police station to devise an information sheet, with a few handy hints to help you safeguard yourself.

- 1) Always travel in groups of at least three - whenever possible.
- 2) **If by yourself**, always keep to crowded or well-populated areas when walking i.e. DON'T take shortcuts through parks, isolated back streets or car parks.
- 3) If someone calls you over to a car e.g. to ask directions – do not approach the car. Rather, suggest they ask in a nearby shop or the local police station.
- 4) **If followed by a car** – cross quickly and safely to the other side of the street (so the car would have to do a U turn to keep following you). Try to take note of the registration number, colour and make of car if you can and report it to the police as soon as possible. Even if nothing happened to you, next time they may approach a younger child who is not as able to take care of herself as you.
- 5) **If approached by someone who you do not feel comfortable with** go straight to the nearest occupied safety house or shop. Try to notice what the person looks like and report the incident to the police.
- 6) Senior students should always act as role models for the juniors and “look out” for their fellow students whenever and wherever possible.

### **Use the safety crossing**

Students must use the safety crossings in Queen Street and Cheltenham Road because the streets outside of the school are both narrow and subject to heavy traffic. Please be considerate of motorists and cross in groups where possible. In addition, students should not walk through the staff car park at the front of the school – use the footpath instead.

### **Note to parents about driving to and from school**

Parents and carers, please note that parts of Queen Street and Cheltenham Road surrounding the school are 'No Stopping' zones. That means you cannot stop to drop off or pick up students in these areas. Please respect the road rules, as they are there to help protect our students and other citizens using the roads. Under no circumstances are parents to drive through or park in the school grounds between 8am and 4pm, unless instructed to by the school.

## INFORMATION FOR PARENTS AND CARERS



## DoE SCHOOL ATTENDANCE POLICY

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided. Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. Encouraging regular attendance is a core school responsibility.

### PARENTS AND CARERS

Parents and carers are legally responsible for ensuring that their children who are enrolled at school attend regularly.

Parents and carers are required to explain their children's absences in writing promptly to the school.

### PRINCIPALS

Principals must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

Principals must advise parents promptly when their children are absent from school without explanation.

Principals must ensure that all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented.

## ATTENDANCE PROCEDURES AT BGHS

Satisfactory attendance is a requirement for meeting syllabus outcomes and the award of the RoSA or the Higher School Certificate. Burwood Girls High School expects students to attend school regularly and punctually.

In the case of **absence**, parents should notify the school **by 9:00am** by phone or email. Phone calls must be confirmed by an email or letter signed by the parent/carer, to be handed to the roll call teacher. Please include the student's full name and year and provide any supporting documents, such as a medical certificate.

In the case of **lateness**, parents should notify the school by phone or email. Phone calls must be confirmed by an email, letter or 'swipe machine' note signed by the parent/carer, to be handed to the roll call teacher. Please include the student's full name and year and provide any supporting documents. If the student arrives late due to a known reason (eg dentist appointment), the student must bring a signed note from home (or the dentist/doctor) to hand to the office when they swipe in.

Unexplained lateness or absence results in an SMS message being sent to parent/s mobile phone on the day. Parents may reply to the SMS, stating a **valid reason** for the absence. Timely notification from parents prevents unnecessary texts, calls and investigations by the school.

**ABSENTEE NOTE EXAMPLE (blank forms available from the front office and the school’s website)**

<p>FAMILY NAME: ..... FIRST NAME: .....</p> <p>YEAR: .....</p> <p>DAY and DATES ABSENT: First day: ..... Last day: .....</p> <p>REASON FOR ABSENCE:.....</p> <p>PARENT/GUARDIAN SIGNATURE: .....DATE:...../...../.....</p> <p style="text-align: center;">Give this completed note to your roll call teacher.</p>
---

**PUNCTUALITY**

STUDENTS WHO ARRIVE LATE MUST REPORT TO THE FRONT OFFICE TO SIGN IN BY SWIPING THEIR ID CARD. Punctuality in the mornings is important. Latecomers who do not have a valid reason can expect consequences. **All students must bring their ID card to school every day.**

**EARLY LEAVERS**

If you know in advance that you have to leave the school during school hours, you must bring a permission note from a parent/guardian and hand it to the roll call teacher (or the front office if you arrive after roll call). If the deputy principal approves your request, you must collect your early leave pass from the front office at the time you need to leave the school.

**TRUANCY**

Students who absent themselves from school without permission place themselves at significant risk and are not able to effectively participate in their learning programs. Teachers report students who truant to their faculty head teacher who will deal with the first incident of truancy by counselling the student and issuing an after school detention. The second incident of truancy for a student is referred to a deputy principal who will counsel the student, contact parents by phone and issue a detention. Parents may request a parent interview to discuss the matter further.

If there is a third incident of truancy for a student the deputy principal may issue a short suspension from school. The principal will move to expel students of post-compulsory age whose attendance continues to be of concern following application of school wellbeing and discipline measures.

**RELIGIOUS LEAVE**

Students who wish to join their family for recognised religious celebrations must bring a note requesting leave for the day (or partial day) prior to the event. If the request is authorised by the deputy principal, the day will not count towards the student’s official attendance record.

**EXTENDED LEAVE**

If an extended period of leave (5 school days or more) is necessary, parents must request leave from the principal, in writing, at least one week prior to the leave, by completing the DoE form available from the front office or website. Supporting documentation is to be included (eg copy of itinerary for travel or plane ticket).

## SWIPE CARD INSTRUCTIONS, YEARS 7 – 10

### SCHOOL COMMENCES AT 8:45am.

Rolls are marked promptly and returned to the office. If you arrive after 8:45am you must get a late note from the front office, otherwise you are marked absent for the whole day and an SMS will go out to your parents.

### YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.

1. Swipe your ID card through the reader (barcode at the bottom and photo facing away from you so you can see the magnetic strip). The reader will beep once if it has read your card and your details will appear on the screen.
2. If you are **late without a note** carefully **press 1 & 2** on the number pad. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. **You must return this signed slip to your roll call teacher.**
3. If you are **late with a note** carefully **press 1 & 1 again**. **WAIT** for authorisation by someone in the office. A receipt will be printed and you take this to class.

### DON'T RUSH AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

## SWIPE CARD INSTRUCTIONS, YEAR 11

1. – 3. As above.
4. If you don't have a lesson during period 1 you must still be at school at 8:45am for Roll Call. You are required to stay at school at all times, unless: (A) you have an authorised Early Leave Pass or (B) you have a free during period 4 and have presented written permission from a parent to the deputy principal for authorisation to leave on days with a free period 4, then you may swipe out by **pressing 9**.
5. If you are leaving to attend **TAFE**, **press 0**.

## SWIPE CARD INSTRUCTIONS, YEAR 12

1. As above.
2. If you are **late without a note** carefully **press 1 & 2** on the number pad. A receipt will be printed. The top one goes to your class teacher and the bottom one goes home to be signed by your parents or caregiver. You must return this signed slip to your roll call teacher. **This includes being late for Period 2, 3 or 4.**
3. If you are **late with a note** carefully **press 1 and 1 again** and **WAIT** for authorisation by someone in the office. A receipt will be printed and you take this to class. **This includes being late for Period 2, 3 or 4.**
4. If you are **not late** and are signing into school **press 8**. No receipt is issued. **Important:** All Year 12 students must be present for Roll Call every Monday Week A.
5. If you have a **free period** and are leaving the school but **will be returning** for another lesson **press 4**. Take your receipt and keep it with you. When you return to school **press 5**.
6. If you have finished all lessons and are going home early **press 9**. No receipt is issued.

### DON'T RUSH, AND TAKE CARE WHEN PRESSING THE NUMBER PAD.

### YOU MUST HAVE YOUR ID CARD WITH YOU EVERY DAY.

## SWIPE CARD INSTRUCTIONS – LATE BUS

If you catch the school special bus and it is running late, you must still press 1 and then press 2 and your parents must write the bus number on the slip, sign it and return it your roll call teacher. Once we have verified that you do catch the school special we will adjust the records. We also ask that parents please contact the bus depot to report the late buses.

For all bus enquiries and complaints, phone 131 500 or go to <http://www.transportnsw.info/en/contact-us/feedback/bus.page>.

## SWIPE CARD INSTRUCTIONS – UNIFORM PASS

If you are out of uniform, you must obtain a Uniform Pass before school, or as you arrive (if you are late). Swipe your ID card. If you **do not have a note** from home explaining why you are out of uniform, **press 7 and then press 2**. If you **do have a note** from home, **press 7 and then press 1** and **WAIT** for authorisation from office staff.

**YEARS 7 -12: ALL REQUESTS FOR EARLY LEAVE PASSES MUST BE HANDED TO ROLL CALL TEACHER, OR TO FRONT OFFICE IF ARRIVING AFTER ROLL CALL.**

**THERE SHOULD BE NO STUDENTS IN WESTFIELD AFTER 8:30AM.**

## HOW TO USE SWIPE MACHINE

**SWIPE CARD THIS WAY, IN EITHER DIRECTION  
(WHITE SIDE FACING YOU AND  
BLACK STRIPE AT THE TOP).**

A 'beep' will sound and red light flash to show swipe has registered.

If no 'beep' is heard, swipe again.

### **NOTE:**

**If you lose or deface your school ID card, you must apply for a replacement.**



## CHANGE OF ADDRESS, PHONE, EMAIL, ETC

It is important for all students' contact details to be up-to-date, including details of emergency contacts. Please notify the front office promptly of any changes.

### SAMPLE NOTE

(Blank forms available from the front office and the school's website)

Important: *International Students* must use a different form – see the Enrolment Officer.

**Burwood Girls High School**

## CHANGES TO STUDENT DETAILS

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

- Return this form to school **before** applying for a transport pass
- International students need a different form – see Head Teacher, Teaching and Learning

**Student:** Family name: \_\_\_\_\_

Given name: \_\_\_\_\_ Year/Roll: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Mobile no.: \_\_\_\_\_

### Only fill out sections below that have CHANGED

**Home address:** \_\_\_\_\_

**Home phone number:** \_\_\_\_\_

Tick if applicable:

Address has changed but home number has **not** changed  No landline at home

#### Primary family email

Please supply **ONE parent email address**. This is essential for access to Parent Portal and reports. Please notify us whenever this email changes. Please type or print clearly.

Primary family email: \_\_\_\_\_

**Parent/Carer 1** (living with student): Name: \_\_\_\_\_

Ph (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

**Parent/Carer 2** (living with student): Name: \_\_\_\_\_

Ph (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

#### Emergency contacts (if we cannot contact a parent/carers)

Name 1: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Ph (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

Name 2: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Ph (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

Please sign and return form to front office in person or email [burwoodg-h.school@det.nsw.edu.au](mailto:burwoodg-h.school@det.nsw.edu.au)

Signed Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERVIEWS AND VISITS



The school welcomes the opportunity to discuss student progress at PTS (Parent/Teacher/Student) evenings, following the issue of reports and as the occasion demands.

Before visiting the school, please phone the school on 9747 3355 to arrange an appointment. This enables the school to arrange interviews at mutually convenient times and allows the principal or other teachers to investigate matters and have relevant information and knowledge of specific circumstances.

## TEXT BOOKS

Textbooks may be issued to students on loan. Due to the high cost of textbook replacement, students must keep these in good condition for future use by other students.

Textbooks lost, damaged or not returned, must be paid for at the value assessed by the head teacher of the subject for which the book is issued, and paid at the front office.

## REPORTS

School reports are prepared for all students twice yearly - at mid-year and at the end of the year. Reports are discussed at Parent/Teacher/Student evenings; however, at other times, parents may make an appointment to discuss the student's progress. At the end of Term 1, interim reports are also prepared for Year 7.

All school reports will be uploaded to the Parent Portal for viewing/printing by parents. Only Year 7 Semester 1 reports and Year 12 final school reports are printed by the school and issued to students.

## THE SCHOOL COUNCIL

The focus of the School Council is to:

- determine broad school policies and priorities, and
- encourage and promote student, staff and community participation in the school.

It consists of the principal and 16 members from parent, student, teacher and community groups. Details of meetings, published in the school newsletter, occur once a term and are open to all groups. Parental involvement is most welcome.

## THE PARENTS & CITIZENS ASSOCIATION

### *THE P & C WELCOMES YOU*

The P & C Association aims to

- promote co-operation between parents, students and the school;
- assist in informing parents about educational matters through discussion with teaching staff or other guest speakers;
- assist in providing facilities for students by fund raising for specific purposes.

Notice of meetings is published in the school newsletter and on the website. The active interest of parents has great value in the education of students and all parents and care providers are invited to attend as often as possible.

**P & C MEETINGS ARE USUALLY HELD ON THE 3RD WEDNESDAY OF EACH MONTH,  
AT 7:00PM IN ROOM 15 (near Admin office).**



*Improvements to school grounds with help from the P&C*



*School beautification by P&C*



*P&C Year 7 Welcome BBQ*

## UNIFORM POLICY

Burwood Girls High School is a 'uniform school' where students are expected to be in full school uniform every day. Our uniform is functional and distinctive and helps students to dress neatly and to identify with the school. In the interests of maintaining a positive school image as well as ensuring the safety and security of our students, we ask for the support of parents in enforcement of our uniform policy (including knee length skirts).

If there are issues concerning school uniform, the Head Teacher Wellbeing may make the necessary arrangements.

In other uniform matters, students report to Mr McCulloch, HT School Administration.

### **Our school strongly enforces the school's uniform policy.**

In emergencies, the school makes provision for students to be out of uniform. The student must bring a note before school and obtain a uniform pass for that day.

Parents will be contacted **immediately** to address the issue of a student out of uniform if the items of clothing are considered unsafe (eg thongs) or inappropriate for a student at school. In these circumstances, students over 16 years of age may be sent home.

Disciplinary action will be taken for persistent offenders. Consequences will include student counselling, parent interviews and detentions.

## SHOES

The greatest number of injuries to students occurs due to "slips, trips and falls", therefore, we insist upon the wearing of safe, sturdy, fully enclosed, hard leather shoes that meet WHS requirements in specialist rooms including kitchens, science labs and workshops. Additionally, for the safety of students in the playground and at sport, the following footwear requirements will apply to ALL students.

### **ACCEPTABLE SCHOOL SHOES:**

- School shoes must be made of a sturdy material (hard leather), flat heeled and offer adequate support to the foot. (No canvas type, ballet type or boat shoes.)
- The shoe must cover the entire upper section of the foot to protect against falling objects or spilt liquids.
- The shoe must be completely black (including the sole and laces) with no brandings or logos.

### **ACCEPTABLE SPORT SHOES**

On sport days, students will be permitted to continue to wear appropriate, closed, supportive sport shoes/runners, however these must be proper exercise shoes, not canvas gym boots or slip-on shoes.

Parents purchasing new shoes for their daughter are advised to refer to the table below to ensure that an acceptable shoe is purchased to meet requirements.

## **JEWELLERY / MAKE-UP**

Jewellery and make-up are to be kept to an absolute minimum. Students will be asked to remove unsuitable make-up and jewellery.

## ACCEPTABLE SHOES CHART



**FOR BURWOOD GIRLS HIGH SCHOOL  
CORRECT SHOES ARE COVERED, HARD LEATHER:**

<b>COVERED + HARD LEATHER + SUPPORTIVE + PROTECTIVE</b>		

## UNACCEPTABLE SHOES



**INCORRECT SHOES ARE NOT  
ENCLOSED AND/OR NOT MADE**



## **JUNIOR UNIFORM (Years 7 – 9)**

- Shirt: White buttoned blouse with collar and school crest.
- Skirt: Knee length A-line skirt with an inverted pleat in Burwood mid-blue check fabric.
- Trousers: Navy tailored trousers may be worn. NO tracksuits or jeans.
- Shorts: Navy tailored shorts may be worn.
- Jacket: Navy 'Microfibre' jacket with school crest.
- Jacket: Warm, long-line jacket with school crest.
- Jumper: Navy wool blend with V neck.
- Cardigan: Navy wool blend.
- Blazer: Blazer with school crest.
- Socks: White or black socks or black stockings.
- Shoes: Flat heeled, enclosed, black, sturdy leather (NOT boots).
- Scarf: Navy or white.
- Tie: School tie (optional).



Junior blouse



Junior skirt



Senior pintuck blouse



Senior skirt

## **SENIOR UNIFORM (Years 10 – 12)**

- Blouse: White buttoned blouse with collar and school crest, or senior pintuck blouse with round collar.
- Skirt: Knee length, A-line, plain navy skirt with an inverted pleat.
- Trousers: Navy tailored trousers may be worn. NO tracksuits or jeans.
- Shorts: Navy tailored shorts may be worn.
- Jacket: Navy 'Microfibre' jacket with school crest.
- Jacket: Warm, long-line jacket with school crest.
- Jumper: Navy wool blend with V neck.
- Cardigan: Navy wool blend.
- Blazer: Blazer with school crest.
- Socks: White or black socks or black stockings.
- Shoes: Flat heeled, enclosed, black, sturdy leather (NOT boots).
- Scarf: Navy or white.
- Tie: School tie (optional).

**SPORTS / PE UNIFORM (all years)**

Navy school PE polo shirt with striped collar and crest, navy school shorts and 'Microfibre' jacket with school crest and matching track pants. Appropriate sports shoes.

**Students in Year 7** must bring their PE uniform and shoes to school to change into before PE or sport. However the 'Microfibre' jacket may be worn to school at any time.

**Tuesday Sport (Years 8–11)**

Years 8–11 students may wear the school sport uniform to school on Tuesdays. Please note that you must arrive at school dressed in **EITHER** full sport uniform **OR** full school uniform, including appropriate footwear.

**ALL YEARS:**



School blazer



Lightweight jacket



Jumper



Warm, long-line jacket



Navy tailored slacks



Navy tailored shorts



Sports uniform

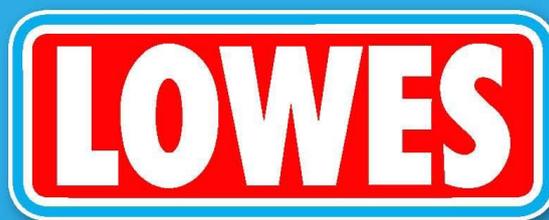


Sport track pants

*Uniform photos courtesy of Lowes (see next page).*

## PURCHASING UNIFORMS

BGHS uniform items (excluding shoes) are available to purchase at Lowes Burwood. See "Uniform Policy" for description of uniform.



**BURWOOD**

**WOULD LIKE TO WELCOME ALL  
THE STUDENTS & FAMILIES FROM  
BURWOOD GIRLS HIGH SCHOOL  
TO OUR STORE**

**SHOP 32, 42-50 BURWOOD PLAZA,  
RAILWAY PARADE, NSW 2134**

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**Open Monday to Saturday  
9:00am - 5:30pm**

**Sunday  
10:00am - 5:30pm**

**ONLINE ORDERING 24/7  
FREE DELIVERY ON ORDERS OVER \$100**

We are pleased to support Burwood Girls High School  
with a percentage of sales proceeds forwarded  
to BGHS P&C

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<https://www.lowes.com.au/Schools-Online.aspx> Phone: (02) 9744 0200, Fax: (02) 9701 0019

## INFORMATION FOR MIDDLE SCHOOL



*Year 7 Camp*

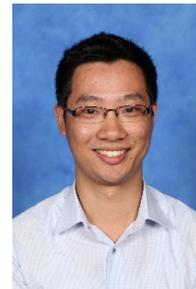
### YEAR ADVISERS 2022



Tristan Carey  
Year 7



Alex Tohme  
Year 8



Lorus Hi  
Year 9

### ASSISTANT YEAR ADVISERS



Brittany Kalauni  
Year 7



Jenny Tran  
Year 8



Elli-Jane Mielcarz  
Year 9

## YEAR 7 CLASS NAMES FOR 2022

Your classes are named in honour of influential and iconic women who have made important contributions to the world.

	<p style="text-align: center;"><b>7C</b> <b>Eileen Chong</b></p> <ul style="list-style-type: none"> <li>• Singapore-born Australian poet based in Sydney.</li> <li>• Works include “Burning Rice”, “Peony”, most recently, “A Thousand Crimson Blooms” and others.</li> </ul>
	<p style="text-align: center;"><b>7G</b> <b>Amanda Gorman</b></p> <ul style="list-style-type: none"> <li>• American poet and activist.</li> <li>• Works include “The Hill We Climb”, “Change Sings: A Children’s Anthem”, and “Call Us What We Carry: From the Presidential Inaugural Poet”</li> </ul>
	<p style="text-align: center;"><b>7H</b> <b>Anita Heiss</b></p> <ul style="list-style-type: none"> <li>• Aboriginal Australian author, poet, cultural activist and social commenter.</li> <li>• Work include “Am I Black Enough for You?”, “Tiddas”, “Barbed Wire and Cherry Blossoms” and others.</li> </ul>
	<p style="text-align: center;"><b>7K</b> <b>Rupi Kaur</b></p> <ul style="list-style-type: none"> <li>• Indian-born Canadian poet, illustrator, photographer and author.</li> <li>• Famously known for her books “Milk and Honey”, “The Sun and Her Flowers”, “Home Body” and others.</li> </ul>
	<p style="text-align: center;"><b>7S</b> <b>Sara Saleh</b></p> <ul style="list-style-type: none"> <li>• Arab-Australian poet, human rights activist, campaigner for refugee rights and racial justice.</li> <li>• Best known for her book “Wasting the Milk in the Summer”</li> </ul>
	<p style="text-align: center;"><b>7T</b> <b>Kae Tempest</b></p> <ul style="list-style-type: none"> <li>• Non-binary English-born word performer, poet, recording artist novelist and playwright.</li> <li>• Works include “Wasted”, “Hold Your Own”, “On Connection” and others.</li> </ul>
	<p style="text-align: center;"><b>7V</b> <b>Ellen van Neerven</b></p> <ul style="list-style-type: none"> <li>• Queer and non-binary Aboriginal Australian author, educator and editor.</li> <li>• Known for works like “Heat and Light”, “Comfort Food” and most recently “Throat”.</li> </ul>

## **SELF-DEVELOPMENT STARR\* DAYS FOR STAGES 4, 5 AND 6**

\*Sisterhood, Trust, Acceptance, Respect, Resilience



*Year 7 STARR Day*

Years 7-12 will engage in a variety of wellbeing days to address issues that affect the social and emotional well-being of adolescents. The days will focus on a range of anti-bullying, friendship and community building issues such as lifestyle and positive self-image, stress management, study skills and leadership.

As a result of these programs the students will be provided with strategies and opportunities to develop resilience and sound mental health.

## **SCHOOL TO WORK VET PLANNING PROGRAM**

The school conducts “Work Ready Day” for Year 11 VET students. This day is a series of seminars and training for students preparing to undertake vocational work placements; seminars in: resume writing, job search and job interview skills as well knowledge on conduct in the workplace. Student that may have difficulty in engaging in the academic curriculum or those that may wish to leave school also complete this program.



## YEAR 7 & 8 HIGH POTENTIAL AND GIFTED EDUCATION (HPGE) PROGRAM

(Previously known as the Gifted and Talented Program)

### What is the Year 7 & 8 HPGE Program?

This program is an opportunity for students to extend themselves, be challenged and work on something they are interested in, **in addition to** their regular classes.

The focus of the **Year 7** program is the development of Rich Tasks across the curriculum. A Rich Task is a multi-faceted and challenging piece of work that is problem based and engages the learner and connects to the world beyond the classroom. Rich Tasks will be negotiated with each student in terms of task concept, framework, skills involved, outcomes targeted, project mode and timeline.

The focus of the **Year 8** program is the co-design of a social project that aims to create positive change in the community.

### What will students be doing?

- Completing a Rich Task or social project on a topic of their choice and developing a creative way to present it to their peers and families, teaching them about their topic.
- Meeting with the HPGE Coordinator once a week to keep track of their progress and receive advice and help where needed.
- Attending additional team meeting/skills workshops where required.
- Attending mentoring workshops with Year 9 & 10 HPGE students.

The students' learning is challenged in the following areas:

- Critical thinking
- Creativity
- Communication
- Collaboration
- Self-directed and independent learning
- Design thinking processes



Year 7 GAT Launch 2019

## BGHS CURRICULUM YEARS 7, 8, 9 and 10 – 2022

<b>YEAR 7</b>	English, Mathematics, Science, History, Technology, Languages, Music, Visual Arts, PDHPE, Sport, SRE
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	Line 1	Line 2	Line 3	Line 4	Line 5	Line X	Line Y	Line Z	Special Religious Education
<b>YEAR 8</b>	English	Mathematics	Science	Geography	PDHPE	French Chinese Italian Japanese Music Visual Arts	French Indonesian Italian Japanese Music Visual Arts		SRE
<b>YEAR 9</b>	English	Mathematics	Science	Geography History	PDHPE	Drama EALD Elective Food Technology Indonesian Information and Software Technology (VET IST) International Studies Italian Music Textiles Visual Art	Child Studies Commerce Dance Engineering Challenges Future's Learning Japanese Philosophy Photographic Digital Media Visual Design	21 <sup>st</sup> Century Journalism Child Studies Commerce Design and Technology Korean Photographic Digital Media Physical Activity & Sports Studies Sports Coaching (VET) Visual Art	SRE
<b>YEAR 10</b>	English	Mathematics	Science	Geography History	PDHPE	Child Studies Chinese EALD Elective Indonesian Information and Software Technology (VET IST) International Studies Live Productions Philosophy Photographic Digital Media Physical Activity & Sports Studies Physical Activity & Sports Studies (VET Sports Coaching) Visual Design	Child Studies Commerce Commerce Commerce Dance Drama French Music Photographic Digital Media Textiles Visual Art	21 <sup>st</sup> Century Journalism Commerce Commerce Design and Technology Engineering Challenges Food Technology Food Technology (VET Hospitality) Future's Learning Japanese Korean Visual Art	SRE

## INFORMATION FOR SENIORS



*Leadership – Talent – Recognition*

### YEAR ADVISERS 2022



Denneya Muscat  
Year 10



Ms Aeny Silva-Atiya  
Year 11



Ms Trish Coulson  
Year 12

### ASSISTANT YEAR ADVISERS



Hewlett Field  
Year 10



Ms Jane Burkitt  
Year 11



Ms Kim Nguyen  
Year 12

## DISABILITIES PROVISIONS

If your daughter has a diagnosed medical condition such as a mental health issue or diagnosed learning difficulty she may be eligible for Disabilities Provisions. Disabilities Provisions must be applied for and approved by NESA for the Higher School Certificate examinations. They may also apply for school based assessment tasks. Disabilities Provisions may include extra time to write, extra time to rest and separate supervision.

Should your daughter be eligible please contact the HT Learning and Engagement, Lauren Dwyer on 9747 3355.

## THE CAREERS/TRANSITION ADVISER

The Careers/Transition Adviser has information about a variety of jobs and courses which are available to young people leaving school. He conducts comprehensive interviews with senior students and provides advice on applying for university and other post-school institutions, so as to maximise the students' benefit. For all students, university/TAFE courses are matched with the students' career goals. The Careers Adviser teaches Year 10 students one period per fortnight and undertakes vocational testing and subject selection to support the Higher School Certificate program.



Mr Hegedus  
Careers/  
Transition Adviser

The Careers/Transition Adviser organises work experience and work placement programs that have proved to be of great benefit for our students. He also manages for senior students the Vocational Education and Training programs conducted at TAFE. The Careers/Transition Adviser also participates in the School-to-Work program at the school. He also assists school leavers in getting traineeships and apprenticeships.

The Careers Room is upstairs near Room 50 and the HSIE Staffroom.

**STUDENTS ARE ENCOURAGED TO SEE THE CAREERS ADVISER WHEN THEY BEGIN THINKING ABOUT A POSSIBLE FUTURE CAREER OR PATH FOR STUDY.**



*Year 12 HSC exam time*

## NESA EXAMINATION TERMINOLOGY

<b>Word</b>	<b>Definition</b>	<b>Word</b>	<b>Definition</b>
Account	Account for: state reasons for, report on. Give an account: narrate a series of events or transactions.	Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Analyse	Identify components and the relationship between them; draw out and relate implications	Evaluate	Make a judgment based on criteria; determine the value of
Apply	Use, utilise, employ in a particular situation	Examine	Inquire into
Appreciate	Make a judgement about the value of	Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Assess	Make judgment of value, quality, outcomes, results or size	Extract	Choose relevant and/or appropriate details
Calculate	Ascertain/determine from given facts, figures or information	Extrapolate	Infer from what is known
Clarify	Make clear or plain	Identify	Recognise and name
Classify	Arrange or include in classes/categories	Interpret	Draw meaning from
Compare	Show how things are similar or different	Investigate	Plan, inquire into and draw conclusions about
Construct	Make; build; put together items or arguments	Justify	Support an argument or conclusion
Contrast	Show how things are different or opposite	Outline	Sketch in general terms; indicate the main features of
Critically (analyse/evaluate)	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to (analysis/evaluation)	Predict	Suggest what may happen based on available information
Deduce	Draw conclusions	Propose	Put forward ,for example, a point of view, idea, argument, suggestion, for consideration or action
Define	State meaning and identify essential qualities	Recall	Present remembered ideas, facts or experiences
Demonstrate	Show by example	Recommend	Provide reasons in favour
Describe	Provide characteristics and features	Recount	Retell a series of events
Discuss	Identify issues and provide points for and/or against	Summarise	Express concisely the relevant details
		Synthesise	Putting together various elements to make a whole

### BGHS CURRICULUM YEAR 11, 2022

LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6	LINE 7
English Advanced EALD English Standard English Studies	Drama Mathematics Advanced Mathematics Numeracy NON ATAR Mathematics Standard	Biology Business Studies Chemistry Dance Earth and Environmental Science Entertainment (VET) Hospitality (Food and Beverage VET) Japanese Beginners Music 2 Studies of Religion Studies of Religion 1U	Aboriginal Studies Ancient History Biology Chemistry Chinese and Literature Chinese in Context Design and Technology Japanese Continuers Korean Beginners Legal Studies Modern History Sports Coaching (VET) English Extension	Biology Business Studies Indonesian Continuers Legal Studies PDHPE Physics Society and Culture Visual Art Work Studies	Biology Chemistry Community and Family Studies Economics Information Processes and Technology Legal Studies Music 1 PDHPE Textiles and Design Visual Art	English Extension 2 Maths Extension 1 Maths Extension 2 History Extension Indonesian Extension

### BGHS CURRICULUM YEAR 12, 2022

LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6	LINE 7
English Advanced English Standard English Studies EALD	Community and Family Studies Mathematics Advanced Mathematics Standard 1 Mathematics Standard 2	Biology Community and Family Studies Dance Economics Hospitality – Food and Beverage (VET) Korean Beginners Studies of Religion 2U Visual Arts Studies of Religion 1U	Ancient History Biology Business Studies Chemistry Entertainment (VET) French Continuers Legal Studies Modern History Textiles and Design Work Studies English Extension 1U	Biology Business Studies Chemistry Hospitality – Food and Beverage (VET) Indonesian Continuers Japanese Beginners Legal Studies Music 2 Physics Visual Arts	Biology Chemistry Chinese and Literature Design and Technology Drama Legal Studies Music 1 PDHPE Society and Culture	English Extension 2 History Extension Music Extension NSW School of Languages Secondary College of Languages TAFE

# SCHEDULE OF FEES

## GENERAL SCHOOL CONTRIBUTIONS – 2022

Dear Parent/Guardian,

With the agreement of this school's community, general school contributions are sought from parents and guardians. Funds raised through this contribution are used to supplement educational resources and programs in our school.

Our school would welcome your contribution as this will significantly enhance the resources made available to students. I would also appreciate that contributions be paid using Eftpos or credit card facilities to limit the amount of cash handled by the school. Credit card payments may be made in person or online via the school's website.

Details of our General School Contribution for this year and how they are expended are set out below.

The General School Contribution for 2022 for	Year 7 has been set at	\$85.00
	Year 8	\$90.00
	Years 9 and 10	\$95.00
	Years 11 and 12	\$100.00

Expended on:

- The purchase of books for class use
- Library resources (books, magazines, DVDs, 'Clickview')
- The upgrading of technology equipment (video recorders, cameras, editing equipment, computers – library and classrooms, data projectors, DVD players, sound equipment, smartboards)
- Enhancing sport opportunities (equipment, uniforms, competition entrance costs, ground hire, knockout competitions etc.)
- Purchase and maintenance of music equipment, music scores etc.
- The maintenance of high standard learning environments (eg. kitchens, computer rooms, textile rooms, science laboratories, human performance laboratory, art rooms, photography laboratory, ceramics rooms, performing arts areas, connected classrooms)
- The production of suitable teaching/learning materials which cater for the girls' individual differences and different learning styles
- Furniture for computer learning areas, classrooms and outdoor areas, hall
- Student diaries, newsletters, options booklets, student handbooks etc. (please note there is an additional \$10 subsidy for the diary)
- Attendance system

Finally, while I take the opportunity to stress the importance of your contribution in the context of our school's overall finances, I assure all parents that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution.

Should you wish to discuss difficulties in paying any of the costs or General School Contribution, please contact the Head Teacher, Wellbeing on 9747 3355. Please note payments may also be made in instalments throughout the year.

**Subject Contributions**, however, cover subject costs incurred by your daughter, and **must** be paid if your daughter has chosen a particular elective. Again, arrangements **can be made** to pay these costs in instalments.

Yours sincerely

Mia Kumar  
**Principal**

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 7

<b>Fee Description</b> <i>All fees are mandatory unless specified</i>	<b>Amount</b>
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 85.00
SCHOOL DIARY	\$ 10.00
TECHNOLOGY USAGE (whole school)	\$ 30.00
SPORT / CARNIVAL LEVY / YEAR 7 GALA DAY	\$ 30.00
LOCKER HIRE FEE	\$ 40.00
ENGLISH (includes English Theatre visit and Word Flyers)	\$ 40.00
MATHS	\$ 69.00
MUSIC	\$ 20.00
SCIENCE - STILE online learning platform	\$ 15.00
TAS (includes sewing kit/hair net & apron – Coding Workshop)	\$ 120.00
VISUAL ARTS	\$ 35.00
YR 7 CAMP ( <i>March 3-5</i> )	\$ 300.00
YR 7 CAMP FOOD COMPONENT	\$ 60.00
YR 7 STARR DAY	\$ 25.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

**Optional amounts for P & C Contribution:**

\$50.00       \$75.00       \$100.00       Other \$ \_\_\_\_\_

**Payment options:**

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
<https://burwoodg-h.schools.nsw.gov.au/>
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 8

<b>Fee Description</b> <i>All fees are mandatory unless specified</i>	<b>Amount</b>
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 90.00
SCHOOL DIARY	\$ 10.00
TECHNOLOGY USAGE - whole school	\$ 30.00
SPORT/CARNIVAL LEVY	\$ 25.00
STARR DAY	\$ 25.00
ENGLISH - includes Word Flyers and Theatre Visit	\$ 45.00
MATHEMATICS	\$ 69.00
SCIENCE - STILE online learning platform	\$ 15.00
STEM PROJECTS	\$ 25.00
TAS (includes Digital Technology Workshop)	\$ 120.00
MUSIC	\$ 20.00
VISUAL ARTS	\$ 40.00
CHINESE	\$ 25.00
FRENCH	\$ 25.00
INDONESIAN	\$ 25.00
ITALIAN	\$ 25.00
JAPANESE	\$ 25.00
KOREAN	\$ 25.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

#### Optional amounts for P & C Contribution:

<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Other \$ _____
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#### Payment options:

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
<https://burwoodg-h.schools.nsw.gov.au/>
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 9

<b>Fee Description</b> <i>All fees are mandatory unless specified</i>	<b>Amount</b>
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 95.00
SCHOOL DIARY	\$ 10.00
TECHNOLOGY USAGE - whole school	\$ 30.00
SPORT/CARNIVAL LEVY	\$ 25.00
YEAR 9 CAMP (price subject to change)	\$ T.B.A.
YEAR 9 CAMP – FOOD COMPONENT (price subject to change)	\$ T.B.A.
STARR DAY	\$ 25.00
CHILD STUDIES	\$ 25.00
DANCE	\$ 30.00
DESIGN & TECHNOLOGY	\$ 50.00
DRAMA	\$ 25.00
ENGINEERING CHALLENGES	\$ 50.00
ENGLISH - includes Word Flyers and Theatre Visit	\$ 45.00
FOOD TECHNOLOGY	\$ 90.00
CHINESE	\$ 25.00
FRENCH	\$ 25.00
INDONESIAN	\$ 25.00
INFORMATION & SOFTWARE TECHNOLOGY	\$ 70.00
ITALIAN	\$ 25.00
JAPANESE	\$ 25.00
KOREAN	\$ 25.00
MATHEMATICS SOFTWARE PROGRAM	\$ 20.00
MUSIC	\$ 30.00
PASS (includes Surf Camp + 2020 Yr9 Cohort to complete Camp)	\$ 160.00
PHOTOGRAPHY & DIGITAL MEDIA	\$ 65.00
SCIENCE - STILE online learning platform	\$ 15.00
TEXTILES TECHNOLOGY	\$ 50.00
VISUAL ARTS	\$ 50.00
VISUAL DESIGN	\$ 50.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

#### Optional amounts for P & C Contribution:

<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Other \$ _____
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#### Payment options:

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
<https://burwoodg-h.schools.nsw.gov.au/>
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 10

Fee Description <i>All fees are mandatory unless specified</i>	Amount
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 95.00
TECHNOLOGY USAGE - whole school	\$ 30.00
SPORT/CARNIVAL LEVY	\$ 25.00
STARR DAY	\$ 25.00
CHILD STUDIES	\$ 25.00
DANCE	\$ 30.00
DESIGN & TECHNOLOGY	\$ 50.00
DRAMA	\$ 25.00
ENGINEERING CHALLENGES	\$ 50.00
ENGLISH THEATRE EXPERIENCE	\$ 25.00
FOOD TECHNOLOGY	\$ 90.00
HOSPITALITY (VET) - Includes \$110 fee & \$70 Uniform	\$ 180.00
HOSPITALITY (VET) – (Barista Course incl. 2020 Yr10 Cohort)	\$ 120.00
INFORMATION & SOFTWARE TECHNOLOGY	\$ 70.00
FRENCH	\$ 25.00
JAPANESE	\$ 32.00
KOREAN	\$ 37.00
LIVE PRODUCTION (VET)	\$ 100.00
MATHEMATICS SOFTWARE PROGRAM	\$ 20.00
ACCELERATED MATHEMATICS - SOFTWARE PROGRAM	\$ 25.00
MUSIC	\$ 30.00
PHOTOGRAPHY & DIGITAL MEDIA	\$ 65.00
SCIENCE - STILE online learning platform	\$ 15.00
TEXTILES TECHNOLOGY	\$ 50.00
VISUAL ARTS	\$ 50.00
VISUAL DESIGN	\$ 50.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

#### Optional amounts for P & C Contribution:

<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Other \$ _____
----------------------------------	----------------------------------	-----------------------------------	---

#### Payment options:

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
<https://burwoodg-h.schools.nsw.gov.au/>
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 11

Fee Description <i>All fees are mandatory unless specified</i>	Amount
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 100.00
TECHNOLOGY USAGE - whole school	\$ 30.00
SPORT/CARNIVAL LEVY	\$ 25.00
STARR DAY	\$ 25.00
ANCIENT HISTORY	\$ 21.00
CHEMISTRY LEVY	\$ 10.00
COMMUNITY & FAMILY STUDIES – SOFTWARE PROGRAM	\$ 25.00
DANCE	\$ 30.00
DESIGN & TECHNOLOGY	\$ 60.00
DRAMA	\$ 40.00
ENGLISH STUDIES, ADVANCED & STANDARD	\$ 30.00
ENGLISH EAL/D	\$ 20.00
ENTERTAINMENT (VET)	\$ 110.00
EXPLORING EARLY CHILDHOOD	\$ 40.00
FOOD TECHNOLOGY	\$ 80.00
HOSPITALITY-Food & Beverage (VET) - Includes \$110 Fee & \$70 Uniform	\$ 180.00
HOSPITALITY-Food & Beverage (VET) – Barista Course	\$ 120.00
HOSPITALITY-Food & Beverage (VET) Continuing students from Year 10	\$110.00
HOSPITALITY-Kitchen Operations (VET) - Includes \$150 Fee & \$100 Uniform Toolkit (optional) to purchase approx. \$120 Toolkit (hire) \$60	\$ 250.00
INFORMATION PROCESSES & TECHNOLOGY	\$ 50.00
CHINESE BEGINNERS	\$ 30.00
CHINESE CONTINUERS	\$ 30.00
FRENCH BEGINNERS	\$ 37.00
FRENCH CONTINUERS	\$ 62.00
ITALIAN BEGINNERS	\$ 35.00
ITALIAN CONTINUERS	\$ 40.00
JAPANESE BEGINNERS	\$ 32.00
JAPANESE CONTINUERS	\$ 30.00
KOREAN BEGINNERS	\$ 38.00
MATHEMATICS ADVANCED - SOFTWARE PROGRAM	\$ 25.00
MATHEMATICS STANDARD - SOFTWARE PROGRAM	\$ 25.00
MATHEMATICS EXTENSION 1 – SOFTWARE PROGRAM	\$ 12.50
MUSIC 1	\$ 40.00
MUSIC 2	\$ 40.00
PDHPE - SOFTWARE PROGRAM	\$ 25.00
PHOTOGRAPHY, VIDEO & DIGITAL IMAGING	\$ 75.00
TEXTILES & DESIGN	\$ 60.00
VISUAL ARTS	\$ 75.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

#### Optional amounts for P & C Contribution:

<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Other \$ _____
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#### Payment options:

- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
<https://burwoodg-h.schools.nsw.gov.au/>
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

## BURWOOD GIRLS HIGH SCHOOL

### 2022 SCHEDULE OF FEES – YEAR 12

Fee Description <i>All fees are mandatory unless specified</i>	Amount
GENERAL SCHOOL CONTRIBUTION (Voluntary)	\$ 100.00
TECHNOLOGY USAGE - whole school	\$ 30.00
SPORT/CARNIVAL LEVY	\$ 25.00
STARR DAY	\$ 25.00
COMMUNITY & FAMILY STUDIES – SOFTWARE PROGRAM	\$ 25.00
CHEMISTRY LEVY	\$ 10.00
DANCE	\$ 30.00
DESIGN & TECHNOLOGY	\$ 60.00
DRAMA	\$ 50.00
ENGLISH ADVANCED	\$ 30.00
ENGLISH EAL/D	\$ 20.00
ENGLISH STANDARD	\$ 30.00
ENGLISH STUDIES	\$ 30.00
ENTERTAINMENT (VET)	\$ 110.00
HOSPITALITY-FOOD & BEVERAGE (VET)	\$ 120.00
INFORMATION & DIGITAL MEDIA TECHNOLOGY (VET) (Includes GROK fee)	\$ 60.00
CHINESE BEGINNERS	\$ 30.00
CHINESE CONTINUERS	\$ 30.00
ITALIAN BEGINNERS	\$ 35.00
JAPANESE CONTINUERS	\$ 30.00
KOREAN BEGINNERS	\$ 32.00
MATHEMATICS ADVANCED - SOFTWARE PROGRAM	\$ 25.00
MATHEMATICS STANDARD - SOFTWARE PROGRAM	\$ 25.00
MATHEMATICS EXTENSION 1 – SOFTWARE PROGRAM	\$ 12.50
MUSIC 1	\$ 40.00
MUSIC 2	\$ 40.00
MUSIC LIFE SKILLS	\$ 40.00
PDHPE – SOFTWARE PROGRAM	\$ 25.00
PHOTOGRAPHY, VIDEO & DIGITAL IMAGING	\$ 75.00
TEXTILES & DESIGN	\$ 60.00
VISUAL ARTS	\$ 75.00
VISUAL ARTS LIFE SKILLS	\$ 75.00
PARENT & CITIZENS CONTRIBUTION (Optional)	\$ 50.00

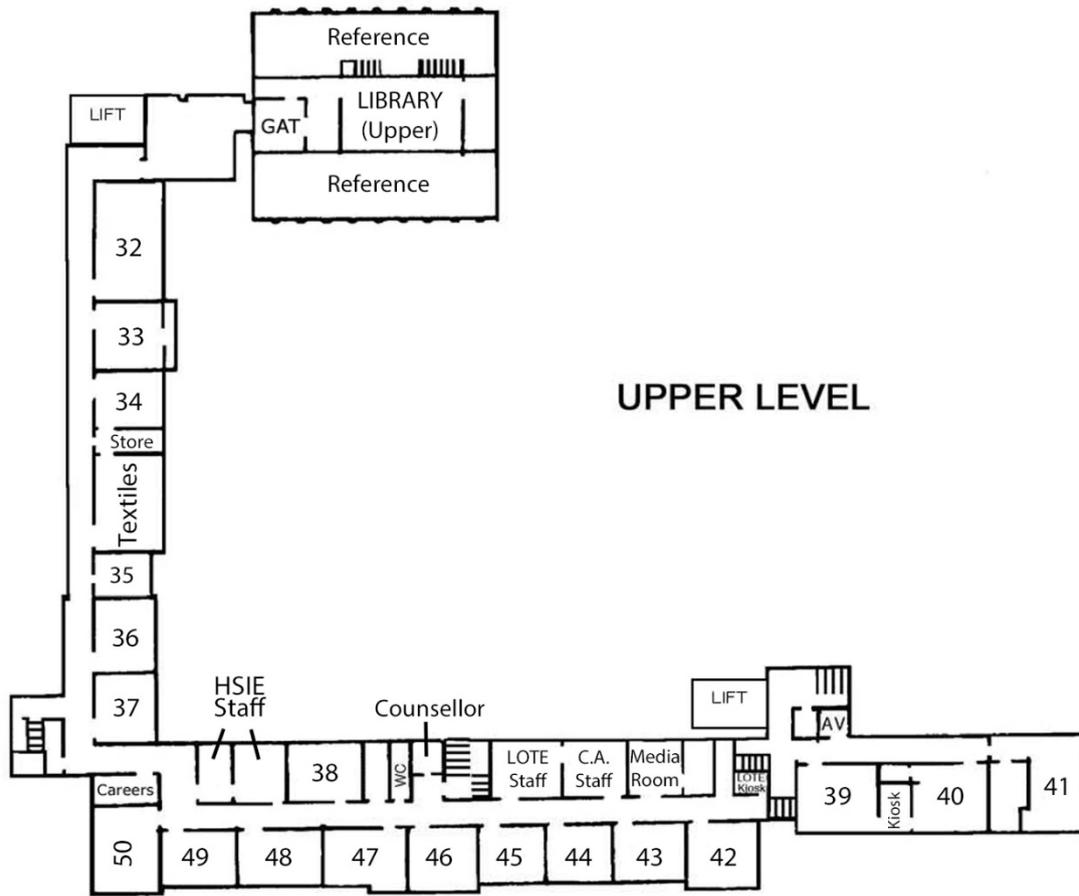
#### Optional amounts for P & C Contribution:

<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Other \$ _____
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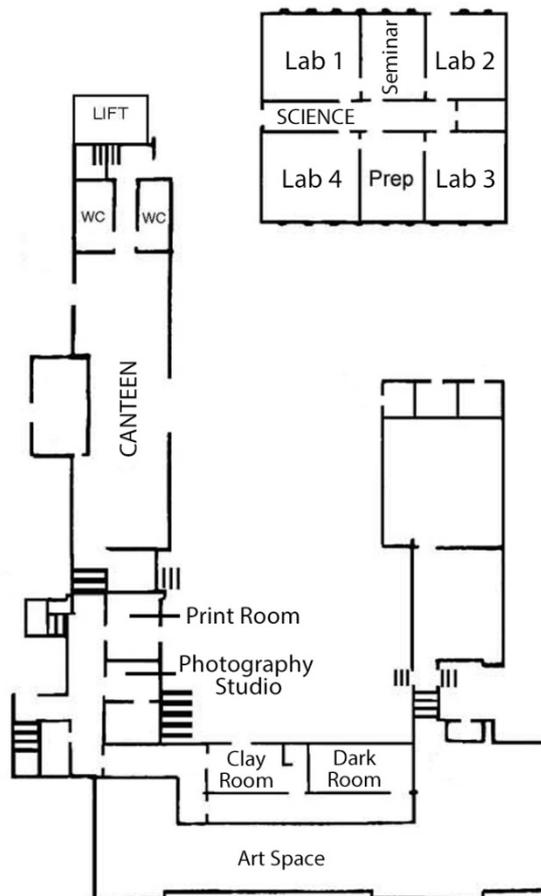
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- **Preferred: ONLINE** anytime up to 6:00pm one day prior to the due date for payment:  
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UPPER LEVEL



LOWER LEVEL