

## **INFORMATION FOR SENIOR STUDENTS AND PARENTS**

Year 11 covers Terms 1, 2 and 3. Year 12 takes in Term 4 (in the same year as Year 11) and Terms 1, 2, 3 and part of Term 4 of the following year, including the HSC examinations.

The senior years provide a unique opportunity to achieve a decisive step in career aspirations and personal maturity.

Senior students of the school carry a leading citizenship role. With this status comes certain privileges, as well as increased responsibilities.

The information below sets out important activities and key expectations and guidelines for senior students to accomplish their role as school representatives and leading citizens of the student body.

***At all times senior students should be aware that they are ambassadors for Willoughby Girls High School in particular and public education in general.***

### **Application, Years 11 and 12**

All senior students are expected to apply themselves with diligence and sustained effort and to achieve course outcomes, in line with Board of Studies requirements. Any student at risk of not fulfilling requirements will have an official Board of Studies warning letter sent home and given an opportunity to improve her performance. Students who continue not to meet course requirements after two warnings may not receive an award in that course. Students also risk their Preliminary/HSC Certificates if all mandatory units are not completed satisfactorily. Sport (or its equivalent) is mandatory for Year 11. See Curriculum and Assessment Hand Books for more information.

### **Assessment, Years 11 and 12**

Please see separate Assessment Handbook.

### **Attendance, Years 11 and 12**

There is a clear link between success at school and regular attendance. Seniors are expected to attend for scheduled lessons and activities, unless unable to do so due to ill health, misadventure or urgent personal circumstances. Explanatory notes are required for absences and should be presented on the day of return to school or within ten days after leave is taken. Medical certificates are required for absences immediately before and on the day that assessment tasks are due, and must be presented on the first day of return to school. Medical documentation is also required for extended absences due to physical or psychological reasons. It is unlikely that leave sought for holidays during term time would be granted for senior students. See Appendix 1. The Deputy Principal (L) co-ordinates matters of senior attendance and application. The Head Teacher-Administration co-ordinates the return of notes for absences with the Assistant Year Advisers for Years 11 and 12.

## **Charity Day, Year 12**

This event takes place in the first half of Term 2. It is a mufti day for the whole school, with activities organised over lunchtime and Periods 5 & 6. Periods 1-4 are normal. Year 12 students involved in setting up the activities are permitted to be out of class periods 3 and 4. Coordinating Prefects are to liaise with the Principal during Term 1 regarding plans and with the Deputy Principal (S) regarding variations to routine. All proceeds are donated to a worthy charity of Year 12's choice.

## **Curriculum, Years 11 and 12**

Please see separate Curriculum Handbook.

## **Formal, Year 12 (and Year 11)**

Any Year 12 formal is organised by student volunteers and has traditionally taken place after the last HSC examination when students are no longer enrolled at the school. For legal reasons the formal is not to be booked under the name of Willoughby Girls High School. As the formal is not organised under the auspices of the school, any teachers who attend do so as private citizens. As such any monies collected by Year 12 cannot pass through school accounts.

Year 12 and Year 11 students are to organise any out-of-school social events at times which do not create the potential for disrupting the attendance and learning of themselves and other students. Advice should be sought from school management before any such arrangements are made.

## **Fundraising, Years 11 and 12**

For the Year 12 Farewell Luncheon, Year 11 pay a set amount each. The Year 11 Adviser co-ordinates collection of monies from Year 11.

Year 11 also fundraises for a charity of their choice coordinated through the SRC.

Year 12 fundraise for the gift to the school. Year 12 also fundraise for a charity of their choice through Charity Day. Designated Prefects are responsible for managing Year 12 fundraising, with the assistance of their Year Adviser.

## **Gift to the School, Year 12**

Traditionally, students of Year 12 fundraise for a gift to the school. In the past, gifts have included both decorative and functional items, which the entire school can enjoy or benefit from. Two designated prefects are in charge of purchasing the gift and need to liaise with the Principal during the first few weeks of Term 3 to discuss ideas. An appropriate price range is between \$500 and \$1,000. The gift is presented to the school at the Year 12 Graduation Assembly.

## **Graduation Ceremony, Year 12**

This ceremony will usually take place Friday, Periods 3 & 4, in the last week of Term 3 or in the first week of Term 4. Year 12 students are presented with academic and special awards. The wearing of the official full school uniform is mandatory. Students not in official full school uniform will not be permitted to present themselves on stage. The event is co-ordinated by the Head Teacher-English. Parents and relatives of Year 12 are invited to attend and a morning tea is held afterwards.

### **Jerseys, Year 12**

The Year 12 jersey is an optional uniform privilege and is available for collection and wearing from the beginning of Term 3. Other than the calendar year, name of school, student name and official school positions, no other writing can be incorporated into jerseys. Those who wish to have their names on the back can include their given and/or family names/initials or an accepted public diminutive (e.g. Jenny for Jennifer). Personalised nicknames or other variations are not permitted.

Prefects, in consultation with Year 12 students, are responsible for recommending a style of jersey in the school colours to the Principal. Jerseys can be worn in lieu of the jumper and blazer over Terms 3 and 4 of the final year. For special school occasions the official school uniform (that is, jumper and/or blazer; not jerseys) is required. Jerseys may be worn during examination periods. The Prefects designated with the responsibility for organising the jerseys are to liaise with the Principal before the end of Week 5 Term 1.

### **Luncheon, Years 11-12**

The farewell luncheon is for Year 12 and staff only. It will usually take place on Thursday in the last week of Term 3 or in the first week of Term 4, with students arriving at 12.30 for a 1.00pm start. It is a formal but relaxed occasion, involving speeches and presentations. Students wear appropriate semi-formal day dress. A high standard of behaviour is expected on the day, before, during and after the occasion, commensurate with school rules. Students are required to be in a fit and proper condition to participate in the occasion.

The luncheon is externally catered with service assistance from the prefects-elect. Each year, Year 11 students pay for the Year 12 luncheon. The Year 11 Year Adviser is in-charge of organising Year 11 support for the luncheon. The Head Teacher TAS co-ordinates the luncheon, along with the Year 11 Adviser.

### **Playground Areas, Year 11 and 12**

In addition to areas for other students, senior students are able to sit in the grassed areas at the front of the school facing Mowbray Road, before school, recess and lunchtime. The area is to be kept clean at all times.

### **Prefect Investiture, Years 11-12**

This induction usually takes place 10.00 am Tuesday in the last week of Term 3. Outgoing Prefects pass on their badge of office to the incoming Prefects for that year during a special assembly for the whole school. A morning tea is held for the parents of the incoming Prefects during recess. It is coordinated by the Head Teacher-Welfare.

### **Privileges, Years 11-12**

In recognition of senior student maturity, certain privileges are extended to Years 11 and 12.

Year 11 are able to arrive at school in time for their first scheduled activity and to leave at the conclusion of their last scheduled activity. Year 11 students are able to access the local shops at recess and lunchtime, if they are not scheduled for a school activity.

Year 12 are able to arrive at school in time for their first scheduled activity and to leave at the conclusion of their last scheduled activity. Year 12 students are able to access the local shops at recess and lunchtime, if they are not scheduled for a school activity. In addition, Year 12 students are able to sign out (using the register in the senior study in the library) to access the local shops during period time, provided that they do not have a scheduled activity.

Students are to act appropriately and in accordance with the school rules at all times, on and off the premises.

Any breach of the conditions under which these privileges are granted may lead to the suspension or cancellation of privileges.

All seniors and their parents/carers are required to sign the privileges contract giving permission for their daughter to access these privileges and to support the school's conditions. This program is monitored by the Deputy Principal (S). Detailed contracts for Years 11 and 12 are included in this manual as Appendix 2.

### **References, Year 12**

References are issued by the Principal, along with a folio, when a leaver's form has been completed. The leaver's procedure includes the return of all textbooks and library books and payment of any monies owing, such as library fines etc. See Appendix 3. An opportunity will be provided for parents to settle any other outstanding payments, such as school contributions and subject charges. For the receipt of a reference, appropriate student behaviour is essential during this end of year time. A set of behavioural expectations is included in this manual as Appendix 4.

### **Revue, Year 12**

The revue, performed by Year 12 for the school, will usually take place on Thursday, Period 1, in the last week of Term 3 or the first week of Term 4. It is intended to be a fun event, clever and humorous, and should in no way offend others. It is also an opportunity for Year 12 to recognise the contribution of teachers. The revue in rehearsal is vetted by the Deputy Principals. A set of behavioural expectations is included in this manual. As the revue is an in-house event, it is for students and staff only. After the revue students are permitted to return home to dress for the farewell luncheon.

### **Senior Study, Years 11-12**

The senior study provides an exclusive work environment for seniors. All senior students who are not scheduled in lessons or other activities are expected to work in the senior study. The senior study is not a social centre but a work area; it is an extension of the library with the same expectations regarding behaviour applying.

### **Uniform, Years 11-12**

All senior students are expected to wear full senior uniform, neatly and without variations, as described in the student diary. Skirts are to be worn on the waist. The school jumper and blazer are the only items permitted for wearing over the blouse. All senior students are encouraged to buy a blazer. Make-up is not permitted and jewellery is limited to those items described in the Student Diary.

It is important that senior students see themselves as role models for the junior girls, and that Prefects take an active lead in the proper wearing of uniform and in encouraging others to do likewise.

Ties are for Prefects only and are to be worn properly with tie knots touching the blouse collar. Students who are not prepared to wear their ties correctly will have them confiscated and returned at the end of the year on signing out.

A positive image presented by seniors in the general community reflects well on the overall tone of the school.

## **INFORMATION FOR PREFECTS AND PARENTS**

Prefects are the most senior student leaders in the school. It is expected that their conduct, attendance and application will be worthy examples for all to follow. The Prefect Team is led by the School Captain. She is aided in this role by the Vice Captain and the Senior Prefect. The Principal guides, assists and monitors the team in the implementation of their activities.

### **Canteen Duty**

For any Year 11 student wishing to be eligible for the office of Prefect, she is required to successfully complete at least ten sessions (20 minutes duration) of canteen duty prior to the beginning of the election process in Term 3. The Head Teacher-Welfare oversees this program and liaises with the Canteen Manager.

### **Election Process**

Prefects are elected by their peers and the staff during Term 3 and take up their office as of the beginning of Term 4. The election procedures are managed by the Head Teacher-Welfare.

The election process starts with nominations. See Appendix 5. Students and staff are provided with the Prefect's Contract for perusal at the commencement of the election process. See Appendix 6. Any student who has not met school standards in behaviour in recent years will not have any nomination for her endorsed. Students who have not completed at least ten sessions of canteen duty are not eligible.

Each student whose nomination is accepted is required to write a short resume (a half to one page) for Year 11 and staff to consider. Prior to voting the Principal speaks to students about the role of Prefect and the expectations for the position. Staff and Year 11 vote by secret ballot. The weighting for students and staff votes are approximately equal. The Principal announces or posts the results of the ballot.

The Prefects meet with the Principal to elect the senior executive (the School Captain, Vice Captain and Senior Prefect), from among their number by secret ballot. The Principal announces the results to the school.

Students are not able to hold executive office in the Prefecture and the Student Representative Council simultaneously.

### **Prefect Duties**

#### *Leadership Portfolios*

Prefects are responsible for leading certain projects in the interests of school improvement and their own personal development. These projects are negotiated with the Principal early in Term 4 following election to office. Some projects are fixed from year to year; others may be new depending on school needs and Prefect interests. See the document headed Designated Prefect Duties included in this manual as Appendix 7. Prefects work in pairs and are required to establish goals and plans. Outcomes are self-evaluated towards the end of Term 3 and significant achievements may be included in the Year 12 Reference.

### *General Duties*

Prefects are required to assist with special events and communications. The School Captain and Vice Captain are often the first to greet special guests to the school; other Prefects may be called on to assist. The Senior Prefect organises the chairing of assemblies rosters with the Deputy Principal (L). Either two or three prefects provide a communications link with each year group 7-12. The School Captain and Vice Captain provide the Year 12 year group link. Prefects assist staff with the Open Night, Year 7 Orientation Day and other special events in the school, as required.

### *Year 12 Duties*

In addition to their general school duties, Prefects are responsible for organising Year 12 matters. These areas include:

- prefect afternoon teas – this involves inviting neighbouring schools to an afternoon tea and attending the afternoon teas of other schools.
- Jerseys – this involves designing the jerseys in accordance with school guidelines, taking orders for the jerseys, liaising with the supplier and distributing the jerseys. See senior section for more information.
- senior study centre – this involves monitoring the effective use of the centre and drawing the attention of school personnel to any problems. See senior section for more information.
- the gift for the school – this involves purchasing a suitable gift for the school. See senior section for more information.
- the revue – this involves working with Year 12 to produce an appropriate performance. See senior section for more information.

The School Captain, Vice Captain and Senior Prefect are responsible for leading, managing and supporting the Prefect Team in the accomplishment of their roles.