



Burwood Girls High School

"Not For Ourselves Alone"

CRICOS Provider No. 00588M

Student Handbook 2025

BURWOOD GHS STUDENT HANDBOOK 2025

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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



EXECUTIVE AND OTHER OFFICERS 2025

PRINCIPAL	Mia	Kumar
DEPUTY PRINCIPALS	Kathy	Lye (Years 7, 11, 12)
	Doris	Lee (Years 8, 9, 10)
	Fiona	Diakos (Technology Innovations)
HEAD TEACHERS (HT)		
Administration (Business).....	Kim	Nguyen
Creative Arts	Amy	Yongsiri (Tu, W, Th) & Mathew Baldwin (rel. M, F)
English / HT Year 8	Tristan	Carey (rel.)
HSIE / HT Year 12.....	Alecia	Brown
Languages / HT Year 11 (Fri).....	Edward	Kent
Learning Support.....	Olivia	Rothwell (rel.)
Mathematics / HT Year 7.....	Gavin	Parker
PDHPE / HT Year 10.....	Janelle	Gianotti (rel.)
Science / HT Year 9	John	van Leeuwen (W, Th, F)
	Aeny	Silva-Atiya (rel. Mon, Tu)
Teaching and Learning / HT Year 11 (M-Th)	Natalie	Mezaros (M, Tu, W, F) & Rosie Westland (rel. F)
Technology & Applied Studies.....	Rosemary	Patonay
Wellbeing.....	Voulla	Kalogeropoulos (10,11,12) & Elizabeth Ford (7,8,9)
STUDENT ADVISERS		
Year 7	David	Tu
Year 8	Colette	Cleary
Year 9	Lili	Higashino
Year 10	Brittany	Kalauni
Year 11	Alex	Tohme
Year 12	Lorus	Hi
ASSISTANT STUDENT ADVISERS		
Year 7	Virginia	di Francesco
Year 8	Jodie	Coleman
Year 9	Sarbpreet	Kaur
Year 10	Caitlin	Jamieson
Year 11	Tara	Credlin
Year 12	Elli-Jane	Mielcarz
Aboriginal Education	John (Jack)	Butler
Anti-Racism Contact Officer (ARCO)	Erin	Dib
Big Sister Program Coordinators.....	Kristal	Foon / Rebecca Irving
Burwood Ensemble Program	Andrew	Del Riccio
Careers Adviser.....	Diane	Sukkar
Carnivals Coordinator.....	Brittany	Kalauni
Charities Coordinator	Janice	Raynor
Chinese CLO	Sandy	Zhao
Counsellors	Marja	Boddeus
	Josephine	Rynsaardt (Thu)
Duke of Edinburgh Coordinator	Alex	Richardson
Enrolment Officer.....	Adriana	Gregorio
HPGE Coordinator (Year 7 & 8)	Alecia	Brown
NESA	Diane	Sukkar
School Admin Manager	Elizabeth	Retsas
Student Support Officer.....	Liz	Latham
Pacific Islander CLO	Anthony	Folasaitu
Prefects Coordinator	Natalie	Tan
Sports Coordinator (Grade)	Brittany	Kalauni
Sports Coordinator (Recreational).....	Alexandra	Tohme
SRC	Erin	Dib
Teacher-Librarian	Maria	Sander Burns (Tu-Fri) & Virginia di Francesco (M)
Uniform	Rosemary	Patonay

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 Burwood GHS.

- 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 GHS INTERNAL AWARDS OVERVIEW

FOCUS	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YR
MERIT	Merit Certificates (For Learning)	<ul style="list-style-type: none"> May be awarded to students for learning 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. May accumulate certificates over several years. 	During Class	7-12
	Merit Certificates (NFOA)	<ul style="list-style-type: none"> May be awarded to students for acts or achievements that demonstrate the school's motto 'Not For Ourselves Alone' (NFOA) and the values of the school ie. Care, cooperation, courtesy, democracy, excellence, fairness, integrity, participation, respect and responsibility. May accumulate certificates over a number of years. 	As Required	7-12
	Learning Award	<ul style="list-style-type: none"> Presented to students who have received 5 learning merit certificates. 	Year Recognition Assemblies and Year Assemblies	7-12
	YA's NFOA Award	<ul style="list-style-type: none"> Presented to students who have received 5 'Not for Ourselves Alone' merit certificates. 	Year Recognition Assemblies and Year Assemblies	7-12
	School Learning Award	<ul style="list-style-type: none"> Presented to students who have received 5 learning awards. Therefore, they will have received 25 merit certificates for learning. 	Year Recognition Assemblies and Year Assemblies	7-12
	School NFOA Award	<ul style="list-style-type: none"> Presented to students who have received 5 learning awards. Therefore, they will have received 25 NFOA merit certificates. 	Year Recognition Assemblies and Year Assemblies	7-12
	Principal's Learning Award	<ul style="list-style-type: none"> Presented to students who have received 5 school learning awards. Therefore, they will have received 125 merit certificates for learning. 	Presentation Day	7-11
	Principal's NFOA Award	<ul style="list-style-type: none"> Presented to students who have received 5 school learning awards. Therefore, they will have received 125 NFOA merit certificates. 	Year 12 Graduation	12
EFFORT	Blue & Gold Awards (B&G)	<ul style="list-style-type: none"> The gold award is for sustained and excellent effort in learning in every subject, irrespective of academic achievement, as indicated in recent school reports The blue award is for excellent effort, demonstrated in all subjects, except one, in which good effort was achieved. 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. 	Year Recognition Assemblies (Semester 1 And Semester 2)	7-11
			Year Recognition Assembly (Semester 1)	12
			Year 12 Graduation (Semester 2)	12
	Principal's B&G Medal	<ul style="list-style-type: none"> Presented to students who have received a blue or gold award for every semester from Years 7 to 12. 	Year 12 Graduation	12

FOCUS	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YR
STUDENT LEADERSHIP	Principal's Leadership Award	<ul style="list-style-type: none"> Presented to the three school captains, and outstanding prefects if appropriate. 	Year 12 Graduation	12
	Special Leadership Recognition	<ul style="list-style-type: none"> Awarded to Year 7-11 students with special leadership responsibilities, eg Big Siblings, SRC, prefects, sports captains, special groups 	Year Recognition Assemblies (Sem 2)	7-11
		<ul style="list-style-type: none"> Year 12 prefects 	Year 12 Graduation	12
ACADEMIC EXCELLENCE	Academic Excellence	<ul style="list-style-type: none"> Based on academic excellence and awarded to first in class (Year 7-10) or first in course (11-12). 	Presentation Day	7-11
			Year 12 Graduation	12
	Year 11 & 12 Merit	<ul style="list-style-type: none"> 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 is only one merit for Year 11 and 12 courses with only one class. 	Presentation Day	11
			Year 12 Graduation	12
SPORT	Sport Merit Award	<ul style="list-style-type: none"> Grade team representation 	School Assemblies/ Year Recognition Assemblies	8-11
	Principal's Sport Award	<ul style="list-style-type: none"> Displayed commitment to school sport through representation on grade and knockout teams in Years 8-12. 	Year 12 Graduation	12
	Age Champions	<ul style="list-style-type: none"> Age champions in athletics, cross country and swimming, as identified for regional events. 	Presentation Day	7-11
			Year 12 Graduation	12
	Outstanding Achievement in Sport	<ul style="list-style-type: none"> Outstanding achievement in sport: <ul style="list-style-type: none"> CHS representatives State representatives National representatives 	Presentation Day	7-11
			Year 12 Graduation	12
	Sportswoman of the Year	<ul style="list-style-type: none"> Junior & senior sportswoman of the year. Nominated by the sports coordinator. 	Presentation Day	7-11
Year 12 Graduation			12	
Australian Olympic Change Maker	<ul style="list-style-type: none"> Presented to a student who exemplifies Olympic principles (Years 7, 11, 12) 	Year 12 Graduation	12	
		Presentation Day	10-11	
BEP AWARDS	School Citizenship – Ensemble Program Medal	<ul style="list-style-type: none"> For students still participating in BEP consistently in Year 12. 	Year 12 Graduation	12
	P&C Award for Leadership in the Ensemble Program	<ul style="list-style-type: none"> For BEP, Year 11 or 12 only. Usually Year 12. 	Presentation Day	7-11
			Year 12 Graduation	12
	P&C Award for Outstanding Contribution to the Ensemble Program	<ul style="list-style-type: none"> For BEP, Year 11 or 12 only. Usually Year 12. 	Presentation Day	7-11
Year 12 Graduation			12	

FOCUS	TYPE OF AWARD	PRESENTED FOR	PRESENTATION EVENT	YR
SPECIAL AWARDS	Alan Waddington Prize for Social Justice	<ul style="list-style-type: none"> Presented to a student who shows exceptional interest and concern for social justice issues. Nominated by the HSIE faculty. 	Presentation Day	7-11
	Elaine Peterson Prize for Dedication to the Performing Arts	<ul style="list-style-type: none"> 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. Nominated by the creative arts, PDHPE/Dance and English/Drama faculties. 	Year 12 Graduation	12
	Janet Cockell Memorial Award for Commitment to Education	<ul style="list-style-type: none"> Presented to a student who has demonstrated an outstanding commitment to their education. 	Year 12 Graduation	12
	Year 10 Dianne Nicol Prize for Science	<ul style="list-style-type: none"> Presented to a student who has demonstrated excellence in the independent science research project. Nominated by the science faculty. 	Presentation Day	10
FACULTY AWARDS FOR EXCELLENCE AND DEDICATION (YEAR 12)	Isla Wilson Prize Recognising Passion for Writing	<ul style="list-style-type: none"> Nominated by the English faculty. 	Year 12 Graduation	12
	Margaret West Prize for Dedication to Ancient, Modern & Extension History	<ul style="list-style-type: none"> Presented for commitment to learning in history. Nominated by the HSIE faculty. 	Year 12 Graduation	12
	Excellence and Dedication to the Humanities	<ul style="list-style-type: none"> Presented for commitment to learning in the humanities. Nominated by the HSIE faculty. 	Year 12 Graduation	12
	Excellence and Dedication to the Languages	<ul style="list-style-type: none"> Presented for commitment to learning in languages. Nominated by the Languages faculty. 	Year 12 Graduation	12
	Excellence and Dedication to the Visual Arts	<ul style="list-style-type: none"> Presented for commitment to learning in the visual arts. Nominated by the creative arts faculty. 	Year 12 Graduation	12
	Excellence and Dedication to Science	<ul style="list-style-type: none"> Presented for commitment to learning in science. Nominated by the Science faculty. 	Year 12 Graduation	12
	Excellence and Dedication to Maths	<ul style="list-style-type: none"> Presented for commitment to learning in maths. Nominated by the maths faculty. 	Year 12 Graduation	12
	Excellence And Dedication to Technology and Applied Studies	<ul style="list-style-type: none"> Presented for commitment to learning in TAS. Nominated by the TAS faculty. 	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 Wellbeing*

SCHOOL COUNSELLORS

The Counsellors are available for five days each week. They 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 their offices 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 Boddeus and Ms Rynsaadt
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. Instagram, Twitter (X), Snapchat, TikTok

It is also Burwood GHS 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, and 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:

- Instant messaging
- Social networking websites such as Instagram, TikTok, Twitter (X) or Facebook
- Group chats, discussion groups or forums
- Email
- 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 sharing 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 to do if you are subject to cyberbullying or stalking:

- Immediately inform your parent/caregiver
 - If you know the person, you should contact them and ask them 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 Burwood GHS, report the incident to your Year Advisor, Head Teacher Wellbeing or Deputy immediately
 - If the person is not a student at Burwood GHS, report the incident to the police
-
- Report abuse to web administrators. Click on a 'report abuse' link on the website being used. The website will remove the offensive content, but 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

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

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 formal 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 Burwood GHS 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 Student Support Officer, Year Advisor, HT Wellbeing or School Counsellor
- Parent contact
- Student Support Officer, Year Advisor, Head Teacher Wellbeing or Deputy Principal discussing strategies with students and parents.

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

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



Police Online Safety Talk

BIG SIBLINGS PROGRAM

The Burwood GHS Big Siblings 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 Celebration of Learning, etc.

As a leader and mentor in the Big Sibling 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.
- Show commitment to your own learning by catching up on missed work.
- Be proactive and involved in all scheduled Big Sibling activities as well as school events.
- Attend all scheduled Big Siblings 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 Sibling Coordinators, Head Teacher Wellbeing or Year Advisers.



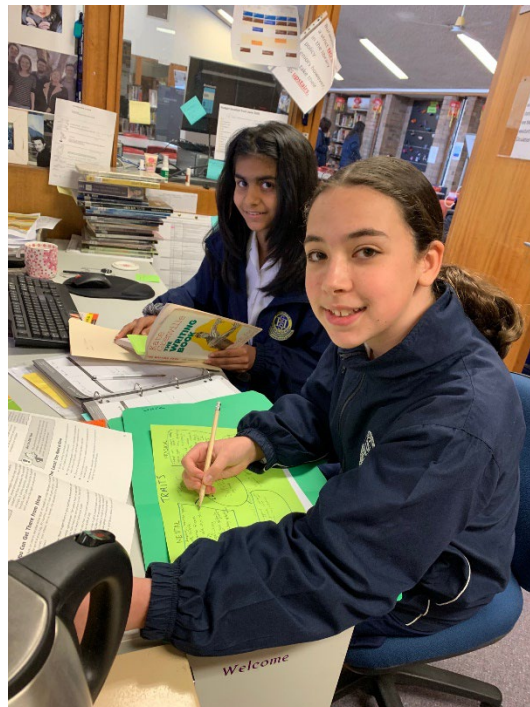
CO-CURRICULAR ACTIVITIES

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 HS to become involved in one (or more!) programs to explore their potential and develop skills, such as communication, creativity, critical thinking and collaboration, which complement the academic skills learnt in the classroom.

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

and others...



SCHOOL ADMINISTRATION INFORMATION

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

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 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 online and at school between 8:30am and 2:00pm.

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

- **Preferred: ONLINE** via School Bytes 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. You will be redirected to the School Bytes site. Parents will need to set-up their personal credentials on the School Bytes platform. Instructions via this link [PARENT GUIDES - School Bytes](#)
- **In person** between 8:30am and 2:00pm at the front office, by cash, eftpos, or cheque payable to "NSW Government Schools".

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

Student Entrance Late notes, absentee notes, 'early leavers' slips, uniform passes, student kiosk swipe facility

- First aid / Sick bay
- Payments

SCHOOL NEWSLETTER

The school newsletter, called *Event*, is published online usually twice per term before a P&C meeting. 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 or laptops to call parents. If you are ill or injured during recess or lunch, you should report immediately to a teacher to obtain a note 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. 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 21st century learning skills. <http://bit.ly/BYODLiReview>

BYOD in Year 7 2025

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



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.



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.



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.

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

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.



Existing Devices which meet minimum requirements

Device Type	Windows Laptop	Mac Laptop
Operating System	Windows 10	OS Catalina
Wireless	5GHz 802.11n	5GHz 802.11n
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 Burwood GHS 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 children 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 Education Perfect 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.

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.

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.

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.

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.

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.

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.

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.

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 daily. These roll groups are also used for emergency drills and Recognition Assemblies. Check sentral for changes to roll call.

SCHOOL DIARY – Years 7, 8, New and International Students

Burwood Girls has a student diary for Years 7, 8, New and International Students 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, New and International Students 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 games 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 Kalauni or Ms Tohme 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., Billy Elliot stage production, The Voice etc). Local studio entries to eisteddfods are not included.

An application for exemption must be submitted to Ms Kalauni 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 2025

YEAR	CORA (Yellow)	BARANGAROO (Red)	BENNELONG (Green)	PEMULWUY (Blue)
7	G – L	M – R	S – Z	A – F
8	A – F	G – K	L – Q	R – Z
9	V – Z	A – L	M – Q	R – U
10	L – R	S – Z	A – D	E – K
11	E – K	L – R	S – Z	A – D
12	A – E	F – K	L – R	S – Z

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.

Please note in recognition of the Year of First Nations we have changed our Sports Houses names as above.

Below are examples from a recent swimming carnival:



CORA



BENNELONG



PEMULWUY



BARANGAROO

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 a 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 child 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 35-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 PHONE POLICY



Mobile Phone 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 teachers 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.



Mobile phones, airpods and headphones must be **switched OFF** and in your bag at all times during school hours whilst on schools grounds, **this includes during recess and lunch, and in sick bay.**



Mobile phones and airpods **MUST NOT** be brought into any assessment or examination situation.



Communication between parents and students during school hours **must** be facilitated by school staff. The office is contactable on 02 9747 3355.



The school takes no responsibility for damage, safety or loss of mobile phones.



At teacher discretion, mobile phones and airpods may be used if they enhance or aid learning.

If you are seen using your phone, airpods or headphones you will be sent to the Front Office to place your device in a locked pouch where it will stay until the end of the day.

You will be issued a **printed receipt** which you **must keep** in order to collect your device.

Your parents/guardians will be notified after every offence.

After your third offence in a calendar year, your parents/guardians must collect the device. It will not be released to you under any circumstances.

After the fourth offence, further disciplinary action will be implemented. This may include after-school detention or suspension.

If you fraudulently hand in a burner/dummy phone, this can result in a suspension.

If you require your phone for medical reasons, there is an exemption form which can be found on the school website under Notes and Handbooks OR Rules and Policies.



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'.

CLASS 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 plate number, colour and make/model of the car if you can (take a photo) 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 themselves 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.***



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 with a signature, or by email, 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 BURWOOD GHS

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 a whole day **absence**, parents should notify the school **before 9:00am** by phone or email. Phone calls must be confirmed by responding to the absence notification via SMS or by 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 a student being sick for 3 days or more, the school requests a medical certificate.

In the case of **lateness** (partial absence), parents should notify the school **by phone or email**, again before 9am. 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 (e.g. 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)

FAMILY NAME:	FIRST NAME:
YEAR:	
DAY and DATES ABSENT: First day:	Last day: REASON FOR
ABSENCE:.....	PARENT/GUARDIAN
SIGNATURE:DATE:...../...../.....	

Give this completed note to your roll call teacher.

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 signed permission note from a parent/carer and hand it to your roll call teacher (or the front office if you arrive after roll call). An email may be sent from parent/carers but must be received by the school **prior to 9am**. All requests are collated and sent to the Deputy Principal/s for approval before they leave their offices for class. If approved, you must collect your early leave pass from the front office at the time you need to leave the school. You will be notified if approval is not given.

If the early leave request is on the day of an excursion, you must arrange this **prior to that day**, so teachers are notified before the excursion commences and slips can be arranged.

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 - TRAVEL

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 on the website. Supporting documentation is to be included (e.g. copy of itinerary for travel or plane ticket showing departure and return to Sydney). If a student is engaging in a Student Exchange program, relevant documentation must be also be provided.

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 on the next school day.**
3. If you are **late with a note** carefully **press 1 & 1 again**. **WAIT** for authorisation by staff 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.
- 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**.
 - 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 [Contact us | transportnsw.info](http://transportnsw.info)

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

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 parents, students, teachers 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

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 HT TAS, Rosemary Patonay, Uniform Policy Coordinator.

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 child 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:**

COVERED + HARD LEATHER + SUPPORTIVE + PROTECTIVE		

UNACCEPTABLE SHOES



**INCORRECT SHOES ARE NOT ENCLOSED AND/OR
NOT MADE FROM HARD LEATHER:**



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 slacks



Navy shorts



Sports uniform



Sport track pants

Uniform photos courtesy of Lowes (see next page).

PURCHASING UNIFORMS

BURWOOD GHS 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**

**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

AUSTRALIA'S LEADING RETAILER OF QUALITY SCHOOLWEAR AT AFFORDABLE PRICES.

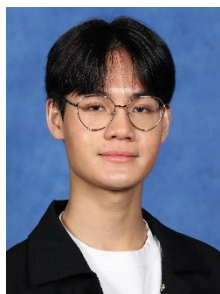
<https://www.lowes.com.au/Schools-Online.aspx> Phone: (02) 9744 0200, Fax: (02) 9701 0019

INFORMATION FOR MIDDLE SCHOOL



Year 7 Camp

YEAR ADVISERS 2025



David Tu
Year 7



Colette Cleary
Year 8



Lili Higashino
Year 9

ASSISTANT YEAR ADVISERS



Virginia di Francesco
Year 7



Jodie Coleman
Year 8



Sarbpreet Kaur
Year 9

YEAR 7 CLASS NAMES FOR 2025

Your classes are named after the qualities that spell out our focus for 2025, the year to “THRIVE”.

7T	TRUST	To be relied on
7H	HONESTY	When you speak the truth and act truthfully
7R	RESPECT	Caring about how your words and actions impact others
7I	INTEGRITY	Doing the right thing even when no one’s watching
7V	VALUES	Principles or standards of behaviour
7E	EMPATHY	Ability to share or understand the emotions of another person.

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

*Sisterhood, Trust, Acceptance, Respect, Resilience

Years 7-12 will engage in a variety of wellbeing days to address issues that affect the



Year 7 STARR Day

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 and 8 HIGH POTENTIAL AND GIFTED EDUCATION (HPGE) PROGRAM

(Previously known as the Gifted and Talented Program)

What is the Year 7 and 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 **Year 8** program is an identified class based on performances in the Year 7 program.

What may students be involved in?

- 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



BURWOOD GHS CURRICULUM YEARS 7, 8, 9 and 10, 2025

YEAR 7	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
YEAR 8	English	Mathematics	Science	Geography	PDHPE	French Indonesian Japanese Music Visual Arts	Chinese Italian Japanese Korean Visual Arts		SRE
YEAR 9	English	Mathematics	Science	Geography History	PDHPE	Commerce Computer Technology Critical Thinking Dance Engineering Challenges Food Technology Italian Photographic and Digital Media Visual Art	Chinese Commerce Design and Technology Engineering Challenges International Studies Philosophy Photographic and Digital Media Physical Activity & Sports Studies Textiles Technology	Just Journalism Child Studies Commerce EAL/D Elective Japanese Music 1 Physical Activity & Sports Studies Visual Art Visual Design	SRE
YEAR 10	English	Mathematics	Science	Geography History	PDHPE	Commerce Computer Technology Design and Technology Hospitality (Food and Beverage) VET Music Photographic and Digital Media Physical Activity & Sports Studies Textiles Technology Visual Art Visual Design	Child Studies Commerce Dance Design and Technology International Studies Italian Japanese Korean Philosophy Photographic and Digital Media Visual Art	Commerce Drama EAL/D Elective Engineering Challenges Engineering Challenges Food Technology International Studies Live Production Services VET Philosophy Physical Activity & Sports Studies Visual Art	SRE

INFORMATION FOR SENIORS



Leadership – Talent – Recognition

YEAR ADVISERS 2025



Brittany Kalauni
Year 10



Alex Tohme
Year 11



Lorus Hi
Year 12

ASSISTANT YEAR ADVISERS



Caitlin Jamieson
Year 10



Tara Credlin
Year 11



Elli-Jane Mielcarz
Year 12

DISABILITIES PROVISIONS

If your child 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 NESAs 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 child be eligible please contact the HT Learning and Engagement, Olivia Rothwell on 9747 3355.



*Olivia Rothwell
HT Learning &
Engagement*

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.

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.



*Diane Sukkar
Careers / Transition
Adviser*

NESAS EXAMINATION TERMINOLOGY

Word	Definition	Word	Definition
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

BURWOOD GHS CURRICULUM YEAR 11, 2025

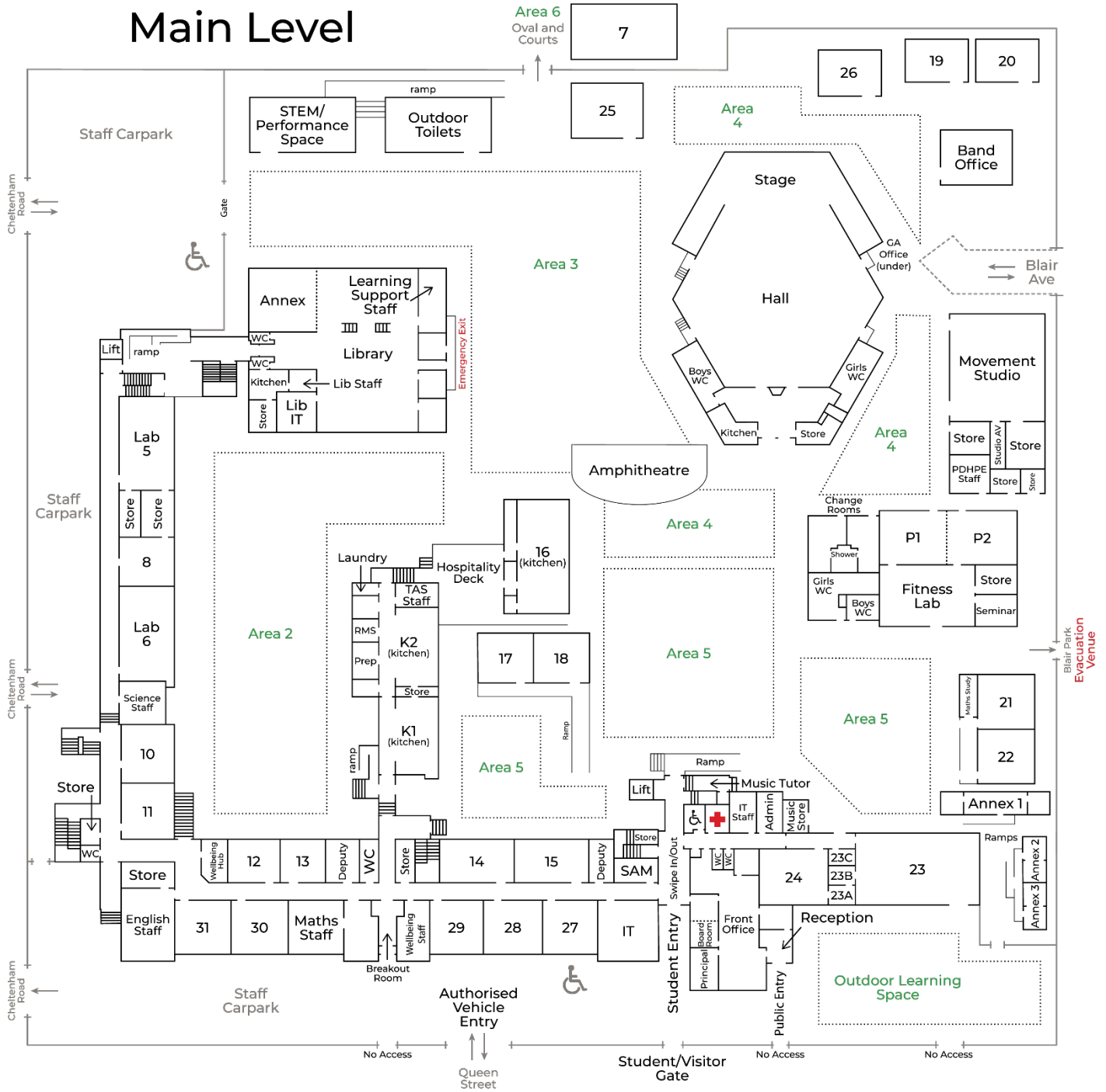
LINE 1	LINE 2	LINE 3		LINE 4	LINE 5	LINE 6	LINE 7	
English Advanced English EALD English Standard English Studies	Mathematics Advanced Mathematics Numeracy NON ATAR Mathematics Standard Work Studies 2 NON ATAR	Biology Chemistry Community and Family Studies Food Technology French Beginners Japanese Beginners Korean Beginners Legal Studies Music 1 Music 2 Physics Studies of Religion 2	Studies of Religion 1	English Extension 1	Biology Business Studies Design and Technology Entertainment VET Human Movement Studies Japanese Beginners Legal Studies Society and Culture	Aboriginal Studies Ancient History Biology Business Studies Chemistry Chinese and Literature Dance Enterprise Computing Indonesian Continuers Modern History Visual Art	Biology Chemistry Community and Family Studies Drama Earth and Environmental Science Economics Hospitality (Food and Beverage) VET Italian Continuers Physics Textiles and Design Visual Art	Sport Mathematics Extension 1

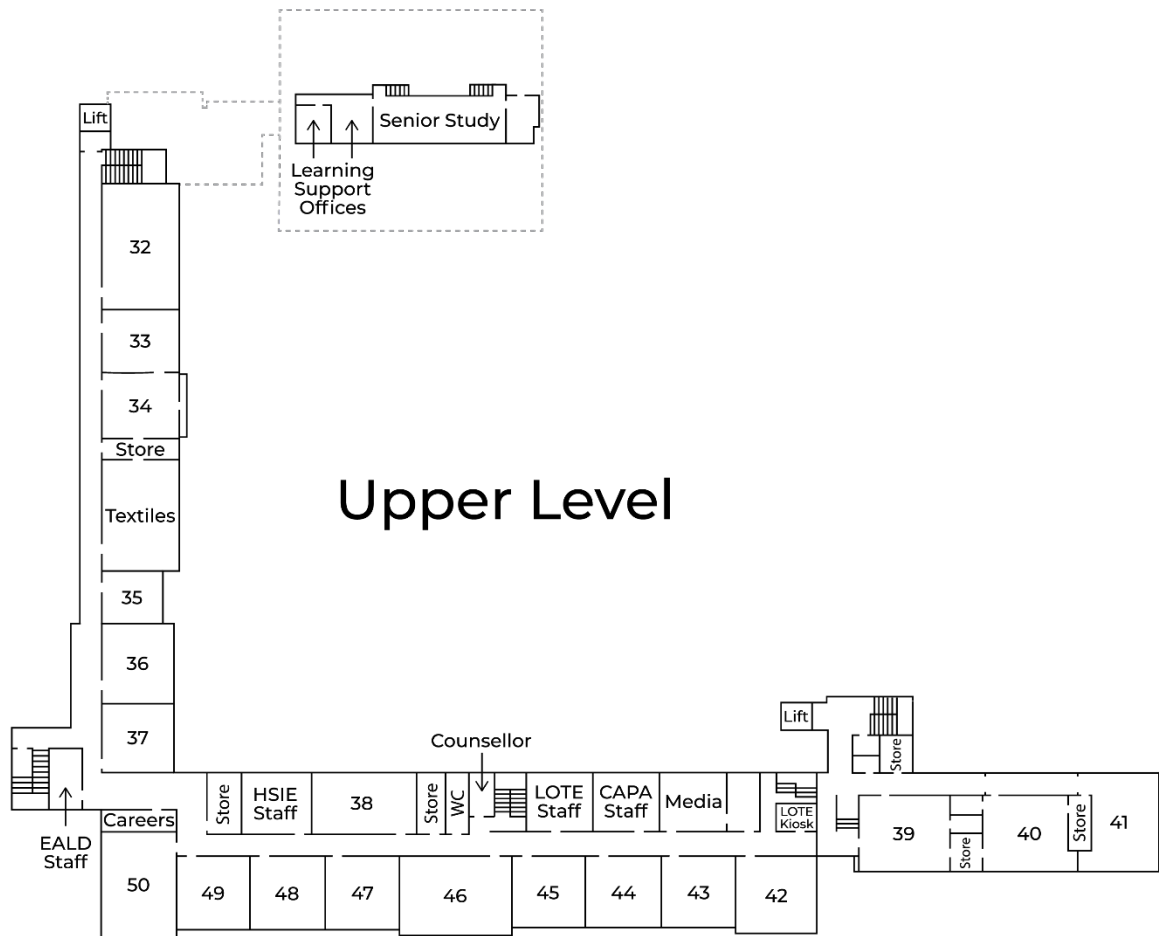
BURWOOD GHS CURRICULUM YEAR 12, 2025

LINE 1	LINE 2	LINE 3	LINE 4	LINE 5	LINE 6	LINE 7	LINE 8
English Advanced English EALD English Standard English Studies	Design and Technology Mathematic Advanced Mathematics Numeracy NON ATAR Mathematics Standard	Ancient History Biology Chemistry Chinese and Literature Enterprise Computing Italian Beginners Legal Studies Society and Culture Textiles and Design	Biology Business Studies Chemistry Entertainment VET Food Technology Geography Japanese Beginners Japanese Continuers Modern History Music 1 Physics Studies of Religion 2	Biology Business Studies Chemistry Community and Family Studies Dance Design and Technology Legal Studies Music 2 Physics Society and Culture Visual Art	Aboriginal Studies Ancient History Biology Economics Hospitality (Food and Beverage) VET Indonesian Continuers Korean Beginners Korean Continuers Modern History PDHPE Visual Art Work Studies	History Extension Indonesian Extension Japanese Extension Maths Extension Maths Extension 2	Mathematics Extension 1

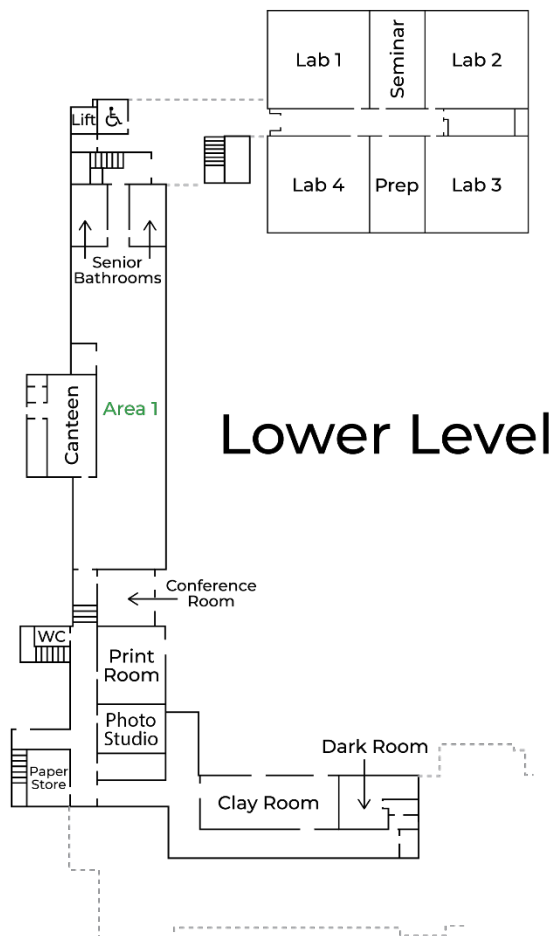
SCHOOL MAP

Main Level





Upper Level



Lower Level