26th August 2014

Responsibilities, Privileges and Procedures for Year 11 2014 and the HSC 2015

Dear Students and Parents of the 2015 HSC Cohort,

The beginning of Term 4 marks the commencement of the HSC year. As an HSC student there are additional privileges, responsibilities and new procedures with which to become familiar. This document addresses the following information:

1. Timetable Amendments – Sign in/sign out procedures
2. Period Zero 2015 and Home Group
3. Home Group mentor program
4. Use of the Senior Area
5. Sport Arrangements
6. Use of Vehicles – drivers and passengers
7. HSC Assessment and HSC Assessment Booklets
8. Year 12 Jersey

Due to the importance of this information and to ensure that every student and parent/caregiver has received and read this information, both parents/caregivers and students are asked to sign the acknowledgement slip attached. The signed acknowledgement slip is to be returned to Mrs Black in the House by placing it in the box provided in the Head Teacher Stage Office. **No new privileges will be in operation until a signed slip is returned by every student.**

If you have any questions or concerns, please contact us for further clarification.

Yours sincerely

Jane Dennett
Principal

Duncan Smith
Year Adviser

Liesel Williamson
Deputy Principal Year 11 (Relieving)

Christine Black
Head Teacher Stage 6
1. **Timetable amendments as a result of course changes for Term 4 2014 and the early departure/late sign in procedure.**

As a result of discontinuing a course, undertaking an Extension course or another course that occurs outside the normal school day, students may have more study periods during the normal school day.

Students **must attend** all lessons in courses in which they are enrolled for the Preliminary HSC until the end of Week 2 Term 4 (Friday 17th October). This is to ensure that all Preliminary requirements are satisfactorily met.

HSC Extension courses will begin by Week 2 Term 4. Students who wish to enroll in an HSC Extension course must submit a completed Course Change Form with relevant signatures to Ms Black by Friday 12th September. Period Zero will commence in Term 1 2015.

Students, with written permission from parents/caregivers may arrive at school late (if they have a study period during Period 1) or depart early (if they have a study period during Period 4) in Term 4 2014 except on Thursdays when all students are expected to attend Home Group/Assembly.

**Under no circumstances is a student to leave the school grounds if his or her study period occurs during Periods 2 or 3. Similarly under no circumstances are cars to be used.** These study periods may be most usefully spent in either the library, doing homework or research, or in the senior area (when it becomes available at the conclusion of the 2014 HSC). Students must ensure that they do not interrupt the class activities of other students and so must use the designated areas only during study periods.

**The early departure/late sign in procedure will not commence until all signed permission slips have been returned to the House, at which time Year 11 will be advised.** Students leaving early/or arriving late **must sign in/sign out using their ID card at Reception.** This is both a school and Department of Education and Communities requirement.

Student timetables will also need to be amended or reissued at this time to clearly show study periods. Students may use this document in response to any queries from bus and rail personnel when students are traveling to and from school during the school day. On occasions some students have not been permitted to use their travel passes because they could not demonstrate that they had approval to travel to or from school at this time.

2. **2015 Period Zero and Home Groups**

For Year 12 students only in 2015, Period Zero will be scheduled three times a week commencing at 7.30am. The Period Zero provides Year 12 students with greater flexibility, autonomy and choice when managing their time.

The Period Zero arrangements will commence Term 1, 2015. Classes conclude at lunchtime on each of these days except for extension classes or Hospitality.

Following are the details of Period Zero and student expectations. The school week is organised as follows for Year 12 students:

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<th>Class Commences</th>
<th>Class Concludes</th>
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<tr>
<td>Monday</td>
<td>7.30am</td>
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<tr>
<td>Tuesday</td>
<td>7.30am</td>
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<td>Wednesday</td>
<td>8.35am</td>
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<tr>
<td>Thursday</td>
<td>8.35am</td>
<td>12.15pm</td>
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<tr>
<td>Friday</td>
<td>7.30am</td>
<td>1.11pm</td>
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Period Zero classes are a compulsory part of the curriculum and must be attended. If students are late or fail to attend on a particular day, a note is to be provided to the teacher.

Persistent unexplained lateness or failure to attend Period Zero classes will place you at risk of not meeting course completion requirements. Under the student management program teachers may use a number of measures to ensure satisfactory attendance including contacting parents or asking students to complete missed work after lunch.

Early Departure and Late Arrivals in 2015

Students without a timetabled class in Period 1 and Period 0 (on Monday, Tuesday and Friday) must swipe in at the front office prior to recess A. Attendance records will be adjusted accordingly. Students concluding timetabled classes before Period 3 will be permitted to swipe out at the end of their last timetabled lesson on Monday, Tuesday or Friday.

3. Home Group mentor program for HSC students

Home Groups meet once a week for about 30 minutes on a Thursday and each morning for 10 minutes. Rolls will be marked in every meeting and attendance information collected. Home Group meetings will focus on issues particular to each year and important information concerning Careers, University Open Days and other issues pertinent to Year 12 will be discussed during Home Group time. It is expected that Year 12 students will attend Home Group each day unless a student has a Period 1 study period and did not attend or have scheduled a Period 0 class except on Thursdays. All Year 12 students are expected to attend Home Group/Assembly on Thursdays regardless of their timetabled class in period 1.

The Home Group teacher is responsible for giving students their reports and discussing the contents of these reports with the students. During Home Group and at other times students may seek help concerning time management, study plans or approaches to assessment tasks. The Home Group teacher will also write student references.

4. Use of Senior Area

The area behind the Kerrabee Centre, including the COLA is for the use of HSC students only. Ongoing use of this area is contingent on the positive behaviour of students. This area will not be available for use until the 2014 HSC examinations are completed.

The Senior Area will be opened for 2015 HSC students with a welcome barbeque hosted by Year Advisers, Principal, Deputy Principals and Stage Head Teachers followed by Prefect lead activities for all 2015 HSC students.

Toilet facilities for use of HSC students are available in the Kerrabee Centre and must be accessed through the front foyer doors.

5. Sport Arrangements

In Term 4 2014, Year 11 students attend sport until the end of the season. In 2015, students may continue to participate in Thursday afternoon sport but it is not a compulsory curriculum requirement except for those students who have not completed their compulsory Year 11 sport obligations.

All Year 12 students in 2015 are required to wear school uniform on Thursdays. No Year 12 student should be wearing sports uniform to school, whether they participate in sport or not.

6. Use of vehicles – drivers and passengers

Over the next 12 months many students will become drivers or become passengers in cars driven by their friends. This becomes a safety issue for the school, students and parents.
We ask that every student driver and every student passenger complete the appropriate form and return them to Mrs Williamson (the Deputy Principal responsible for Year 12, 2015). Should the need then arise we will be able to contact parents and students quickly about matters concerning cars. There are some conditions associated with driving to and from school. Please note these conditions and abide by them. For example student drivers are not to park vehicles in Warrego Place due to ongoing inappropriate behaviour of concern to our neighbours. We need to maintain good relations with our neighbours. Forms can be obtained from the Head Teacher Stage 6.

7. **HSC Assessments and the HSC Assessment Information and Schedule Booklet**

Students and parents are reminded that the first HSC assessments occur during Term 4 2014. Strict Board of Studies rules apply in the HSC year. Any student who misses an assessment task due to illness must submit an illness/misadventure form with a doctor’s certificate, within the specified time period.

It is essential that parents/caregivers contact the school and leave a message for the relevant Head Teacher of the course with information including the name of the student and the examination/task he/she will be missing due to illness or misadventure. Immediately on the first day of return to the school the student must see the Head Teacher of the course assessment he or she missed and submit the illness/misadventure form. The Head Teacher will then make a decision about completion of an alternate task or other appropriate arrangement.

Please note that, in general, leave will not be granted by Mrs Dennett during an assessment period.

The HSC Assessment Information and Schedule Booklet will be issued in Week 4 Term 4. This is an important document and it should be kept in a safe place. Like the Preliminary Assessment Booklet, it details the number of assessment tasks for each course as well as the weighting, task type and the due date/timing of each assessment task. The HSC Assessment Information Booklet should be read in conjunction with the Killara High School Assessment Policy. Students are to sign and return the slip in the front of the assessment booklet only if they do not accept the student responsibilities outlined in this document and/or the stated school responsibility and its implications. Should this be the case, students are to arrange a meeting with Mrs Williamson to discuss their concerns about the Killara High School HSC Assessment Policy. Should these booklets be lost there is a copy available on the school intranet and hard copies are available in the Lion Library.

8. **Year 12 Jerseys**

The wearing of the Year 12 jersey is a privilege traditionally extended to Year 12 students. The jersey is not part of the school’s designated uniform. As such it needs to be worn with the designated senior uniform. The jersey is not to be worn instead of the designated uniform, in particular the designated blouse or shirt and tie. Year 12 jerseys will be available from the commencement of Term 2 2015.

The warmer weather at the end of Term 3 will mean that the wearing of the jersey over a shirt or blouse and tie may be uncomfortable. It is not appropriate to wear the jersey in place of the shirt or blouse and tie in these circumstances, nor is it appropriate to wear the jersey without other items of school uniform such as black shoes.

We wish to foster a sense of identity and community amongst Year 12 and strengthen students’ identity with the school. The wearing of the jersey in the cooler months is a privilege that we hope will contribute to that sense of community. Please do not abuse this privilege. Senior students are very important as role models for younger students in our school and Year 12’s support of the designated uniform is very important.

If individual students do not accept their responsibilities in this matter the privilege may be withdrawn from them.
To:
Killara High School
Koola Avenue
Killara NSW 2071

Acknowledgement of Responsibilities, Privileges and Procedures for Year 12 2015

I have **read and understood** the information contained in this letter, provided about:

1. Timetable Amendments – Sign in/sign out procedures
2. Period Zero 2015
3. Home Group mentor program
4. Use of the Senior Area
5. Sport
6. Use of Vehicles – drivers and passengers
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8. Year 12 Jersey

Signed:

________________________________________________________________________
(Student’s signature) (Student’s Name – PLEASE PRINT)

Mobile No. _______________________________ Date: __________________________

________________________________________________________________________
(Parent/caregiver signature) (Parent/caregiver name – PLEASE PRINT)

Family Email: _______________________________ Date: __________________________

*(To be returned to the House)*