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WESTFIELDS
S P O R T S
First in Australia

Hamilton Road, Fairfield West, 2165.

Email: info@westfieldsports.nsw.edu.au Website: www.westfieldsports.nsw.edu.au

WELFARE AND STUDY HANDBOOK

Name: _____ Roll Class: _____

Address: _____

Home Telephone: _____ Mother Work Tel: _____ Mother Mobile: _____

Father Work Tel: _____ Father Mobile: _____ My Mobile: _____

In case of accident or illness, please notify: _____

Emergency Contact: _____

Home Telephone: _____ Work Telephone: _____ Mobile: _____

MISSION STATEMENT

Westfields Sports is committed to providing each student with the educational opportunities and quality resources essential for the achievement of personal excellence in scholarship, citizenship, sport and the arts.

Our extended educational community provides a caring and supportive environment, recognising and rewarding individual and co-operative achievement.

The children are our focus.

2005 TERM DATES

TERM ONE

Term One Commences _____ Friday, 28th January

Term One Concludes _____ Friday, 8th April

Autumn Vacation

Saturday, 9th April to Monday, 25th April inc.

TERM TWO

Term Two Commences _____ Tuesday, 26th April

Queen's Birthday Holiday _____ Monday, 13th June

Term Two Concludes _____ Friday, 1st July

Autumn Vacation

Saturday, 9th April to Monday, 25th April inc.

TERM THREE

Term Three Commences _____ Tuesday, 19th July

Term Three Concludes _____ Friday, 23rd September/April

Spring Vacation

Saturday, 24th Sept. to Sunday, 9th October inc.

TERM FOUR

Term Four Commences _____ Monday, 10th October

Term Four Concludes _____ Wednesday, 21st December

Summer Vacation

Thursday, 22nd Dec. 2005 to Sunday, 29th Jan. 2006 inc.

SCHOOL ADMINISTRATION

PRINCIPAL

MR P. TUCKER

DEPUTY PRINCIPAL

MRS H. WILSON

DEPUTY PRINCIPAL

MR R. CHERRY

DIRECTOR OF SPORTS PROGRAMS

MRS J. KENNY

HEAD TEACHERS

Administration	Mr P. Lambe, Mr D. Symes
Computing Studies	TBA
English	Mr G. Freer
History	Mr A. Rogers
Home Economics	Mrs H. Clarke
Industrial Arts	Mr D. Jaunalksnis
Languages	Ms D. Zanet
Mathematics	Mr G. Carter
Performing Arts	Ms M. Holden
Physical Education	Mr A. Booth
Science	Mr J. Meyer
Social Science	Mr J. Pearson
Student Welfare	Ms G. York
Visual Arts	Ms M. Holden

STUDENT ADVISERS

Year 7	Ms S. Healy/Ms M. Kanellos
Year 8	Ms R. Cameron/Ms C. Gajio
Year 9	Mr R. Bradshaw
Year 10	Mr I. McCourt/Mr A. Scott
Year 11	Ms K. Ung/Ms A. Freer
Year 12	Mr K. Thomas/Ms L. Delprat
Careers Adviser	Mr A. Blevin

SCHOOL COUNSELLORS

Mr R. Brown/Ms M. Cordukes

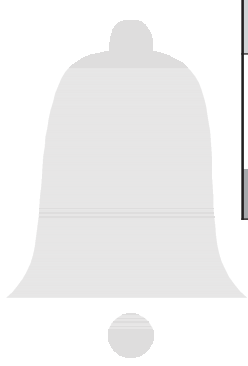
PERIOD	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0		Room	Room	Room	Room	Room
1		Room	Room	Room	Room	Room
2		Room	Room	Room	Room	Room
3		Room	Room	Room	Room	Room
4		Room	Room	Room	Room	Room
5		Room	Room	Room	Room	Room
6		Room	Room	Room	Room	Room
7		Room	Room	Room	Room	Room
8		Room	Room	Room	Room	Room

PERIOD	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0		Room	Room	Room	Room	Room
1		Room	Room	Room	Room	Room
2		Room	Room	Room	Room	Room
3		Room	Room	Room	Room	Room
4		Room	Room	Room	Room	Room
5		Room	Room	Room	Room	Room
6		Room	Room	Room	Room	Room
7		Room	Room	Room	Room	Room
8		Room	Room	Room	Room	Room

(4)

WESTFIELDS SPORTS

2005 TIMETABLE

MONDAY			TUESDAY		WEDNESDAY				THURSDAY		FRIDAY	
PERIOD	START	YR MTGS	PERIOD	START	SENIORS		JUNIORS		PERIOD	START	PERIOD	START
0	8.10	8.10	0	8.10	0	8.10			0	8.10	0	8.10
1	8.48	8.48	1	8.48	1	8.48	1	8.48	1	8.48	1	8.48
2	9.26	9.24	2	9.26	ASSEMBLY	9.26	2	9.26	2	9.26	2	9.26
3	10.04	10.00	3	10.04	RECESS	10.04	ASSEMBLY	10.04	3	10.04	3	10.04
SNR RECS	10.42	10.36	SNR RECS	10.42	3	10.24	RECESS	10.42	SNR RECS	10.42	SNR RECS	10.42
JNR ROLL			JNR ROLL		4	11.02	4	11.02	JNR ROLL		JNR ROLL	
SNR ROLL	11.00	10.54	SNR ROLL	11.00	ROLL CALL	11.40	ROLL CALL	11.40	SNR ROLL	11.00	SNR ROLL	11.00
JNR RECS			JNR RECS		5	11.58	5	11.58	JNR RECS		JNR RECS	
4	11.20	11.14	4	11.20	6	12.36	6	12.36	4	11.20	4	11.20
5	11.58	11.50	5	11.58	HOME	1.14	LUNCH 1	1.14	5	11.58	5	11.58
6	12.36	12.26	JNR 6/SL1	12.36			LUNCH 2	1.33	6	12.36	6	12.36
YEAR MEETING		1.02	SL2	12.55		7	1.52	LUNCH 1	1.14	LUNCH 1	1.14	
LUNCH 1	1.14	1.14	SNR 6/JL1	1.14		8	2.30	LUNCH 2	1.33	LUNCH 2	1.33	
LUNCH 2	1.33	1.33	JL2	1.33		HOME	3.10	7	1.52	7	1.52	
7	1.52	1.52	7	1.52				8	2.30	8	2.30	
8	2.30	2.30	8	2.30				HOME	3.10	HOME	3.10	
HOME	3.10	3.10	HOME	3.10								

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
1 Sat	New Year's Day	1 Tues	Years 8, 9, 10 Commence	1 Tues		1 Fri		1 Sun		1 Wed	
2 Sun		2 Wed		2 Wed	ELLA Testing	2 Sat		2 Mon	WEEK 2	2 Thur	
3 Mon		3 Thur		3 Thur		3 Sun		3 Tues		3 Fri	
4 Tues		4 Fri		4 Fri		4 Mon	CHS Swi	4 Wed	WEEK 10	4 Sat	
5 Wed		5 Sat	School ID Photos	5 Sat		5 Tues	CHS Swimming	5 Thur		5 Sun	
6 Thur		6 Sun		6 Sun		6 Wed	CHS Swimming	6 Fri		6 Mon	WEEK 7
7 Fri		7 Mon	WEEK 2	7 Mon	WEEK 6	7 Thur		7 Sat		7 Tues	
8 Sat		8 Tues		8 Tues		8 Fri	Yr 12 Exams End Term 1 Ends	8 Sun		8 Wed	
9 Sun		9 Wed		9 Wed		9 Sat		9 Mon	WEEK 3	9 Thur	
10 Mon		10 Thur		10 Thur		10 Sun		10 Tues		10 Fri	
11 Tues		11 Fri		11 Fri		11 Mon		11 Wed	SNAP Testing Year 11 Exams end	11 Sat	
12 Wed		12 Sat		12 Sat		12 Tues		12 Thur	Year 10 Exams commence	12 Sun	
13 Thur		13 Sun		13 Sun		13 Wed		13 Fri		13 Mon	Queen's Birthday
14 Fri		14 Mon	WEEK 3	14 Mon	WEEK 7	14 Thur		14 Sat	Year 10 Exams end	14 Tues	WEEK 8
15 Sat		15 Tues		15 Tues		15 Fri		15 Sun		15 Wed	
16 Sun		16 Wed		16 Wed		16 Sat		16 Mon	WEEK 4	16 Thur	
17 Mon		17 Thur		17 Thur		17 Sun		17 Tues		17 Fri	School Photos
18 Tues		18 Fri		18 Fri		18 Mon		18 Wed		18 Sat	
19 Wed		19 Sat		19 Sat		19 Tues		19 Thur	WSHS Cross Country Carnival	19 Sun	
20 Thur		20 Sun	WSHS Swimming Carnival	20 Sun		20 Wed		20 Fri		20 Mon	WEEK 9
21 Fri		21 Mon	WEEK 4	21 Mon	WEEK 8	21 Thur		21 Sat		21 Tues	WSHS Athletics Carnival
22 Sat		22 Tues		22 Tues		22 Fri		22 Sun		22 Wed	Senior Parent/Teacher Evening
23 Sun		23 Wed		23 Wed		23 Sat		23 Mon	WEEK 5	23 Thur	P & C Meeting
24 Mon		24 Thur		24 Thur	P & C Meeting AGM	24 Sun		24 Tues		24 Fri	
25 Tues		25 Fri	P & C Meeting	25 Fri	Good Friday	25 Mon	ANZAC Day	25 Wed		25 Sat	
26 Wed	Australia Day	26 Sat		26 Sat		26 Tues	School Development Day	26 Thur	P & C Meeting	26 Sun	
27 Thur		27 Sun		27 Sun		27 Wed	Years 7, 8, 9, 11 Exams Begin Term 2 Begins	27 Fri		27 Mon	WEEK 10
28 Fri	School Development Day	28 Mon	WEEK 5	28 Mon	Easter Monday	28 Thur		28 Sat		28 Tues	Yr 10 Trial Exams Begin
29 Sat		29 Tues		29 Tues	Yr 12 Exams Begin	29 Fri		29 Sun		29 Wed	Junior Parent/Teacher Evening
30 Sun		30 Wed		30 Wed		30 Sat		30 Mon	WEEK 6	30 Thur	
31 Mon	Years 7, 11, 12 Commence	31 Thur		31 Thur				31 Tues			

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PLANNER 2005

JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
1 Fri	Term 2 Ends	1 Mon	WEEK 3	1 Thur		1 Sat		1 Tues		1 Thur	SSW Blues Presentation
2 Sat		2 Tues	Yr 12 Trial Exams Begin	2 Fri		2 Sun		2 Wed		2 Fri	
3 Sun		3 Wed		3 Sat		3 Mon	Labour Day	3 Thur		3 Sat	CHS Blues Presentation
4 Mon		4 Thur		4 Sun		4 Tues		4 Fri		4 Sun	
5 Tues		5 Fri		5 Mon	WEEK 8	5 Wed		5 Sat		5 Mon	WEEK 9
6 Wed		6 Sat		6 Tues		6 Thur		6 Sun		6 Tues	
7 Thur		7 Sun		7 Wed		7 Fri		7 Mon	WEEK 5	7 Wed	Year 7, 2005 Orientation Evening
8 Fri		8 Mon	WEEK 4	8 Thur		8 Sat		8 Tues	School Certificate	8 Thur	School Presentation Evening
9 Sat		9 Tues	Yr 10 Work Experience Begins	9 Fri	CHS Athletics	9 Sun		9 Wed	School Certificate	9 Fri	
10 Sun		10 Wed		10 Sat	CHS Athletics	10 Mon	Term 4 Begins Junior Exams	10 Thur		10 Sat	
11 Mon		11 Thur		11 Sun	CHS Athletics	11 Tues		11 Fri		11 Sun	
12 Tues		12 Fri	Yr 12 Trial Exams End	12 Mon	WEEK 9	12 Wed		12 Sat		12 Mon	WEEK 10
13 Wed		13 Sat		13 Tues	Year 11 Exams Begin	13 Thur		13 Sun		13 Tues	
14 Thur		14 Sun		14 Wed		14 Fri		14 Mon	WEEK 6	14 Wed	
15 Fri		15 Mon	WEEK 5	15 Thur		15 Sat		15 Tues		15 Thur	
16 Sat		16 Tues		16 Fri		16 Sun		16 Wed		16 Fri	
17 Sun		17 Wed		17 Sat		17 Mon	WEEK 2	17 Thur		17 Sat	
18 Mon	School Development Day	18 Thur	WEEK 1	18 Sun		18 Tues	HSC Begins	18 Fri		18 Sun	
19 Tues	Term 3 Begins	19 Fri		19 Mon	WEEK 10	19 Wed		19 Sat		19 Mon	
20 Wed		20 Sat		20 Tues		20 Thur		20 Sun		20 Tues	
21 Thur		21 Sun		21 Wed		21 Fri		21 Mon	WEEK 7	21 Wed	Term 4 Ends
22 Fri		22 Mon	WEEK 6	22 Thur	P & C Meeting	22 Sat		22 Tues	Roll Over	22 Thur	
23 Sat	CHS Cross Country	23 Tues		23 Fri	Year 11 Exams End Term 3 Ends	23 Sun		23 Wed	Sport Orientation Evening	23 Fri	
24 Sun		24 Wed		24 Sat		24 Mon	WEEK 3	24 Thur	P & C Meeting	24 Sat	
25 Mon	WEEK 2	25 Thur	P & C Meeting	25 Sun		25 Tues		25 Fri		25 Sun	Christmas Day
26 Tues		26 Fri		26 Mon		26 Wed		26 Sat		26 Mon	Boxing Day
27 Wed		27 Sat		27 Tues		27 Thur	P & C Meeting	27 Sun		27 Tues	
28 Thur	P & C Meeting	28 Sun		28 Wed		28 Fri		28 Mon	WEEK 8	28 Wed	
29 Fri		29 Mon	WEEK 7	29 Thur		29 Sat		29 Tues		29 Thur	
30 Sat	Sports Photos	30 Tues		30 Fri		30 Sun		30 Wed		30 Fri	
31 Sun		31 Wed				31 Mon	WEEK 4			31 Sat	

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W Welcome to Westfields Sports

Westfields Sports provides a safe and strongly supportive environment in which students, teachers and parents can work together towards achieving excellence in all aspects of school, sporting and personal life.

Westfields offers a diverse range of academic subjects in addition to specialist sporting programs, debating, public speaking and the performing arts, and aims to develop the interests and abilities of all students.

As a student at Westfields, you are now part of a school which contains people from a large variety of backgrounds, and which values each of you as an individual, and which fosters a caring and considerate environment.

The Student Welfare program focuses on recognising and rewarding achievement, effort and excellence and ensures all students have an equal opportunity to develop. The Welfare Committee assists students in looking after themselves, each other and their school.

To maintain a safe school environment, the Westfields community of students, parents and teachers has agreed that it will not tolerate any student who brings illegal drugs or weapons to the school or any school related activity.

As Australia's first sports school, Westfields provides a supportive environment in which talented sportspersons can develop their sporting skills at the same time as they complete their education.

A skilled, energetic and dedicated staff work towards developing students and together with parents, our teachers promote an effective educational partnership based on tolerance and trust.

Westfields offers world class sports facilities including medical and sports science centre, indoor courts, gymnasium and tennis courts.

A Attendance and Punctuality

Westfields has a positive attitude to the way our school is organised and to the discipline of our students. We care greatly about your education and will support you in all your needs as students and young adults.

Attending school regularly and getting to class on time are most important in achieving success at school. Such behaviour is a part of self-discipline for life.

The teachers at Westfields strongly encourage regular attendance. Roll checks are made every lesson and accurate records are kept to ensure that individual students maintain attendance levels required by the Department of Education for the completion of the School Certificate and Higher School Certificate.

PARENTS MUST PLAY AN IMPORTANT PART IN THIS PROCEDURE.

They are asked to assist by:

Writing a note after any absence, with details of the reason for the absence (which is required by law). **This note must be written and signed by a parent/guardian.** Notes are also to be written for late arrival or any other request about attendance. Where a parent/guardian cannot write the note in English, the note must be written in the language spoken by the parent/guardian.

After **THREE** days of unexplained absences the school will contact the home to find out reasons for such a long break in the students schooling.

Appointments with doctors, dentists, etc., should be made outside learning time whenever possible, so the student's schooling is not disrupted. Parents/guardians will be contacted straight away when the school notices any serious problems with attendance. The Home-School Liaison Officer might be called in to investigate and/or visit the home where attendance is a problem for the student.

If a student becomes ill during the school day, they may report to Doctors office with a note from their class teacher.

Any student who is absent on more than five occasions during a year will be required to explain their attendance pattern.



How the Welfare Program Works



Every student begins at stage 5 when they enrol at Westfields Sports.

When students are especially successful in an area of school life they will be rewarded and placed on a higher stage (from stage 4 through to stage 1).

The Welfare Committee, which is made up of Student Advisers, Head Teacher Student Welfare, School Counsellors and the Deputy Principal, will decide each week whether students should be moved a stage because of their behaviour/achievements.

Students who are experiencing problems in an area of school life will be given as much support and advice as possible to allow them to solve these problems. Stages 6 to 9 are for students who are working out ways to solve their school problems.

Students complete some tasks on these stages, and will always be encouraged to take control of their own behaviour and solve their own problems successfully. Poor behaviour will have consequences for students, and these students will have to change any poor behaviour which is affecting the rights of others or their own responsibilities to themselves.

Parents will also be informed about any school problems which affect the student's learning or the learning of other students, and they will be asked to assist in solving these problems.

Students will move towards stage 5 from stages 6 to 9 when they have successfully completed tasks and are able to show they are becoming responsible and positive school members. At the end of each year students on stages 6 to 9 can ask in writing to have a stage review, and may be placed on a higher stage if the Welfare Committee and the Executive believe this is what the student can achieve at the start of a new year.

A student who refuses all help and advice from school and home, and continues to ignore the rights of others in the school, will be placed on stage 10 where the Principal may decide on a range of options concerning that person's future at Westfields Sports.

STAGE 1

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You have continually respected the rights of others and have shown outstanding capacities in exercising your responsibilities as a student of Westfields Sports.</p> <p>Across the school there is an acknowledgement of your sustained outstanding achievement in two or more of the following areas:</p> <ul style="list-style-type: none"> • community service • effort • leadership • participation • creative and performing arts • scholarship • school service • sporting achievement 	<p>Students at this stage may enjoy additional privileges available to students at Westfields Sports.</p> <p>Presented to the District Superintendent for the presentation of the Department of Education and Training Award. Parents will be invited to take part in this ceremony.</p>

STAGE ONE

STAGE 2

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You have respected the rights of others and exercised your own responsibilities in ways which have been noticed by many others throughout the school.</p> <p>Your performance in two or more of the following areas has been outstanding:</p> <ul style="list-style-type: none"> • community service • effort • leadership • participation • creative and performing arts • scholarship • school service • sporting achievement 	<p>Students at this stage may enjoy additional school privileges applying to this stage.</p> <p>You will receive a Principals Award at the school assembly and be invited to a morning tea to which your parents will also be invited.</p> <p>Your Student Adviser will be available to discuss your future directions in keeping up and developing further this stage of achievement.</p>

STAGE TWO



How the Welfare Program Works cont.

STAGE 3

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You have continued to respect the rights of others and exercise your own responsibilities in a most commendable way.</p> <p>You are co-operative and helpful in many ways and support the schools efforts to help others as well.</p> <p>You have achieved excellent results in one or more of the following areas:</p> <ul style="list-style-type: none"> • community service • effort • leadership • participation • creative and performing arts • scholarship • school service • sporting achievement 	<p>Students at this stage may enjoy additional school privileges applying to this stage.</p> <p>You will receive a School Award from your Student Adviser. Your parents will receive a letter congratulating you on your achievements.</p> <p>Your Student Adviser will discuss with you ways you can further develop your efforts and achievements.</p>

STAGE THREE

STAGE 4

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You are co-operative and helpful at all times with other students and teachers.</p> <p>You have acted in a responsible way and respected the rights of others in the school.</p> <p>You have made a positive contribution to the school in one of the following areas:</p> <ul style="list-style-type: none"> • community service • effort • leadership • participation • creative and performing arts • scholarship • school service • sporting achievement 	<p>You will receive a number of class, faculty, or service awards to include in your school portfolio.</p> <p>You may receive recognition from the Student Representative Council by being presented with the Student Representative Council award.</p> <p>Your family will receive a letter commending you for your achievement.</p>

STAGE FOUR

STAGE 5

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>Everyone is placed at this stage when they enrol at Westfields Sports.</p> <p>Students at this stage . . .</p> <ul style="list-style-type: none"> • co-operate with others • are helpful and try to work well with teachers and other students 	<p>For recognising your rights and responsibilities you will enjoy participation in normal school privileges</p> <ul style="list-style-type: none"> • excursions/work experience • social activities • representation in sporting teams • merit certificates • sporting carnivals • class awards • teacher recognition • encouragement awards • drama productions • musical productions • clubs

STAGE FIVE



How the Welfare Program Works cont.

STAGE 6

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>One or more of your teachers is concerned about you.</p> <p>They feel that you are not co-operating. You are often causing problems in class or around the school.</p> <p>Perhaps you are doing one or more of the following.....</p> <ul style="list-style-type: none"> • not getting work finished at school or at home • trying to disrupt the class which means that others cannot get on with their school work • being rude to your teachers • behaving inappropriately in the playground • choosing not to receive help from your teachers or Head Teachers <p>NOTE: Return to Stage 5 – Normal school privileges may still apply – You may still earn awards and certificates</p>	<p>Your Student Adviser will talk to you about the problems you are causing.</p> <p>The Head Teacher, Student Welfare, may request an interview to also talk with you if needed. You will be given the chance to do something about the problems you are causing.</p> <p>If you are not able to do something about these problems, you should:</p> <ul style="list-style-type: none"> • get help and advice from trusted and respected adults and friends • talk with your teacher, Head Teacher, Year Adviser or Counsellor • look at what happens to people on Stage 7 • talk to your parents about what happens on Stage 7

STAGE SIX

STAGE 7

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You are placed at this stage because most of your teachers have not noticed any improvement in your behaviour.</p> <p>You have chosen not to discipline yourself and you are choosing to stop others from learning and enjoying school life.</p> <p>You have been suspended.</p>	<p>Your Student Adviser will contact your parents.....</p> <ul style="list-style-type: none"> • they will be asked to look at rights and responsibilities with you • they will be asked to look at what happens to students at Stages 8,9 and 10 • you may be referred to the school counsellor. <p>You will have to attend some meetings.....</p> <ul style="list-style-type: none"> • to talk about rights and responsibilities • to have the chance to look at yourself and choose what you can do to improve your behaviour • your behaviour will be monitored <p>A Head Teacher may exclude you from certain classes for a length of time.</p> <p>You may miss out on some of the privileges given to responsible and co-operative students at Westfields Sports.</p> <p>You may be placed on a behaviour modification card.</p> <p>Your Student Adviser will focus on one or two specific areas of concern which need improvement.</p>

**NOTE: Return to Stage 6 with – Successful completion of tasks
– You may still earn awards and certificates**

STAGE SEVEN



How the Welfare Program Works cont.

STAGE 8

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>You have continued to ignore the rights of other people in the school.</p> <p>Your poor behaviour is having a serious effect upon yourself and your education.</p> <p>You have decided not to control your behaviour and have chosen to allow the school to control some of your activities at school.</p> <p>You have not been able to control your actions in a responsible way.</p>	<p>You will need to have a talk with the Student Adviser and the Deputy Principal. Your parents will be asked to come to the school to talk about the problems you are causing, with a member of the Welfare Committee. You will attend this interview. You may be advised to attend a meeting of the Welfare Committee.</p> <p>At this stage you will not have the right to normal school privileges such as . . .</p> <ul style="list-style-type: none"> • social activities • excursions • sporting teams • work experience <p>You may be excluded from certain classes for some periods.</p> <p>You will be placed on a task such as a behaviour modification card and work with the Counsellor on this.</p> <p>Other privileges may be suspended.</p>
<p>NOTE: Return to Stage 7</p> <ul style="list-style-type: none"> - successful outcome of interview - satisfactory daily reports - You may still earn merit certificates and encouragement awards 	

STAGE EIGHT

STAGE 9

REASONS FOR BEING PLACED AT THIS STAGE	WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE
<p>There is no evidence of effort on your part to help yourself overcome your behaviour problems. You have not responded to the help which has been offered to you.</p> <p>You have chosen not to take responsibility for your actions. You have not shown evidence that you are able to control your own behaviour, nor exercised your right to be responsible for your behaviour.</p> <p>You have been consistently negative in your effort and attitude. You have chosen not to recognise other people's rights in school.</p>	<p>Your parents will be asked to come to the school to talk to the Deputy Principal and/or the Principal. You will not be allowed to attend the school functions listed in Stage 8.</p> <p>You will be placed on a daily report.</p> <p>You may not be allowed to attend classes. Other privileges will be suspended.</p> <p>The District Superintendent will be informed of your conduct.</p> <p>You may fail to meet requirements for the awards of School Certificate, Preliminary Certificate or Higher School Certificate. You will need to have interviews with one or more of the following people – School Counsellor, Student Advisers, Welfare Committee member(s), Member(s) of the Executive.</p>
<p>NOTE: Return to Stage 8 with</p> <ul style="list-style-type: none"> - successful outcome of interviews - satisfactory daily reports - you may still earn encouragement awards and merit certificates. 	

STAGE NINE

How the Welfare Program Works cont.

STAGE 10

REASONS FOR BEING PLACED AT THIS STAGE

You have shown that you do not want to fit in with others at this school.

You have chosen not to exert control over your own behaviour.

You do not recognise the rights of others.

You have decided to let the school control your actions and have not taken responsibility for your own future.

You have been completely negative about school and your own behaviour.

NOTE: Return to Stage 9:

- successful outcome of interviews/discussions
- satisfactory daily reports/task completion
- you may still earn encouragement awards and merit certificates.

SPECIAL NOTE FOR STAGE 10:

The Principal may decide that one of the following actions be taken. Once one of the following actions is recommended and approved, it may not be reversed:

1. **THE PRINCIPAL MAY DECIDE TO RECOMMEND THAT YOU SHOULD LEAVE WESTFIELDS SPORTS.**
2. **THE PRINCIPAL MAY RECOMMEND TO THE ASSISTANT DIRECTOR-GENERAL THAT YOU BE EXCLUDED FROM HIGH SCHOOL WHICH MEANS YOU CANNOT ATTEND ANY PUBLIC HIGH SCHOOL.**

WHAT HAPPENS TO STUDENTS PLACED AT THIS STAGE

After talking to . . . you, your parents, school staff,

**the Principal may decide that:
you have failed the year and must repeat,
you should be suspended from school
for a time.**

All Welfare people are ready to talk with you, to advise you, and to assist you as far as possible.

All Stage 9 requirements continue in operation in addition to these extremely serious results.

STAGE TEN

Uniform Requirements of Westfields Sports

GIRLS Juniors (7-9):

- A-line plaid skirt with two inverted pleats, front and back.
- White woven shirt with business collar.
- Black stockings
- White socks
- School Tie
- **Black** leather lace-up shoes.
- Navy blue wool jumper with embroidered school crest
- (Optional): Navy blue blazer, white skivvy
- Navy school pants from uniform shop

Seniors (10-12):

As for Juniors except ice-blue woven shirt with business collar. (Optional) ice blue skivvy in winter.



BOYS Juniors (7-9):

- Melange/Serge grey trousers
- White woven shirt with business collar
- School Tie
- Grey socks
- **Black** leather lace-up shoes
- Navy blue wool jumper with embroidered school crest.
- (Optional): Navy blue blazer, white skivvy



Seniors (10-12):

As for Juniors except ice-blue woven shirt with business collar. (Optional) ice blue skivvy in winter.

- | | | |
|-------------|---------------|---|
| P.E. | GIRLS: | <ul style="list-style-type: none"> • Yellow cotton knit shirt with collar and school emblem • School shorts |
| | BOYS: | <ul style="list-style-type: none"> • Shirt, as for girls • School shorts |

WESTFIELDS UNIFORM SHOP

Open Thursdays from 8.30 am – 1.00 pm
Selling skirts, jumpers, caps, ties, girls' pants, boys' trousers, blue shirts, sports uniforms, gymnastics outfits and swimmers.

PROCEDURES TO FOLLOW AT WESTFIELDS SPORTS . . .

IF YOU ARE ABSENT FROM SCHOOL

A note of explanation from a parent is required to be given to your Roll teacher the day of your return to school. If you are likely to be absent for several days, ask your parents to phone the school on 9604-3333.

YOU ARE LATE TO SCHOOL	Report to Office Window for a Late Pass before proceeding to class.
YOU WISH TO LEAVE SCHOOL DURING THE DAY	Present a note from parent or guardian with your request to the Office and collect from Deputy Principal. You will be issued with an Early Leavers Pass to present to the class teacher at time of departure.
YOU NEED TO MAKE AN URGENT PHONE CALL	Check with front Office.
I HEAR A CONTINUOUS BELL	Follow emergency evacuation procedures.
YOU ARE MOVING TO ANOTHER SCHOOL	Bring a note from parent or guardian. Check with office to arrange for clearance forms.
YOU ARE UNABLE TO PARTICIPATE IN SPORT	Present a note from parent or guardian to the teacher in charge of your sport.
YOU HAVE LOST PROPERTY	Check uniform shop and inform Deputy Principal. Don't bring valuables to school and make sure all property, especially clothing is labelled.
YOU ARE FEELING SICK	In class , inform your teacher who will give you a note to report to Doctor's office. In cases of more serious injury or illness, have someone notify the Office immediately.
YOU WISH TO SEE COUNSELLOR	Students may make an appointment with counsellors, who are located in the Library. Parents may make Appointments by telephoning 9604-3333 and asking for Counsellors.
YOU ARE NOT IN CORRECT UNIFORM	Students must report to the Deputy Principal with an explanation note from parent or guardian. Westfields is a uniform school. Minimal and subtle jewellery, only acceptable.
YOU WISH TO PURCHASE UNIFORM ITEMS	The School uniform shop is open Thursdays, and is located next to the Strength and Conditioning Room.

ASSESSMENT PROCEDURES

- For senior students (Years 10, 11 & 12) assessment programs are issued which detail schedules and procedures to follow.
- In the event of illness or misadventure, students are required to bring a medical certificate to the Deputy Principal and complete a missed assessment form.

PARENTS AND CITIZENS

- Westfields Sports P & C Association meets on the 4th Wednesday of each month in the Library at 7.00 p.m.
- A Reminder will be sent to parents on the Friday preceding the meeting.

A GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performance bands and examination questions in the HSC have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in the Higher School Certificate documents.

Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

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