



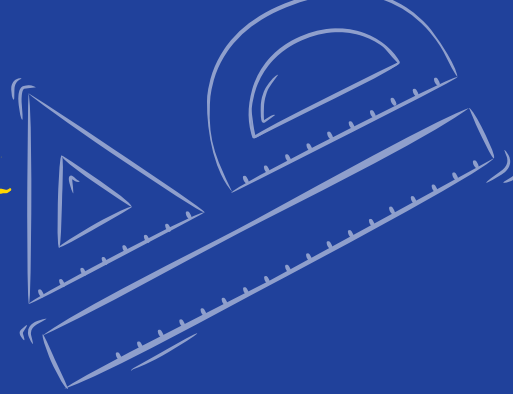
WILLIAMSTOWN
HIGH SCHOOL



Grade 6

TRANSITION HANDBOOK

PRINCIPAL'S WELCOME



Welcome to Williamstown High School and the start of your exciting Secondary School journey.

You are now part of a school that is steeped in rich history, known for achieving outstanding results, and driven by our proud school motto *Hold Fast*.

This is a place where you will thrive, make new friends and enjoy new experiences.

Always make sure to embrace the opportunities that present, be it academic pursuits, camps, lunch time clubs, student leadership, sporting teams or international study tours.

A Williamstown High School education is an outstanding education for all!

We are so glad to have you with us—welcome to the **Willi High** family and a tradition of excellence!

Hold Fast!

Gino Catalano

Principal



WELCOME FROM THE BAYVIEW SCHOOL CAPTAINS

Welcome students and families to the Bayview campus! We are your 2025 school captains and we hope you have a great year. As you're making the transition from year 6 to high school, you'll find yourself experiencing a wide variety of new subjects and meeting lots of new people. Although at times it might seem stressful, it's important to remember that there are many people here to help and support you every step of the way, such as the wonderful wellbeing team.

At Williamstown High School there is something for everyone, whether you're into the arts, STEM, music or sport. Throughout the year there are often events run by our leadership team that allows opportunities outside the classroom for everyone to feel welcomed, included and have the opportunity to socialise and create new connections. Some of these include the accelerated sports program, the art club, the music program and many more. We look forward to seeing you next year and wish you the best for your future at Willi High!

Stephanie Hooker and Gabriela Blaszczyk

Bayview School Captains



ADVICE FROM THE STUDENT LEADERSHIP TEAM

What is one piece of advice that you would give the new Year 7 students?

“High school is just like primary school, just that you will have the chance to make more friends. In high school you have just as much or more fun than primary school. So there is no need to be afraid to have fun at Williamstown High School.

There is a lot of leadership opportunities (like library assistant, homegroup leader and Breakfast Club).

“Try and make new friends, you should still keep the ones from primary school, but you shouldn't be surprised if they make new friends, just believe they can be your new friends too.

My top piece of advice is to **stay organised** and not fall behind in school work, as it can affect your test scores. Be **kind** and **respectful** to others, and try to **include everyone**. Making friends and being positive can make your school experience much more enjoyable. Don't be afraid to be yourself—authenticity helps you find friends who appreciate you for who you are.



What do you wish you had known about High School when you were in Grade 6?

I wish I knew that they served lots of cool things at the canteen.

“I guess I would've wished I knew about exactly how much stress you can get when it comes to first tests, but slowly you'd get used to them and they're not as hard as you think.

I wish I had known that high school involves more independence and responsibility, so managing your time and priorities early on can make things easier later. Being proactive about organisation can help reduce stress and set you up for success.

There are a lot of different ways that you can become involved in student leadership at the Bayview Campus from student leadership, breakfast club and being a homegroup leader.

**STUDENT
LEADERSHIP**



WHAT HAPPENS DURING THE SCHOOL DAY?

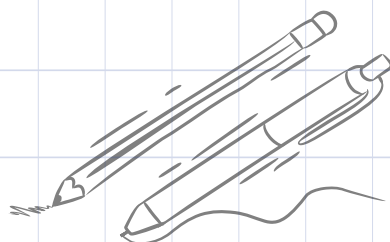
You should get to school not later than **8.40 am**, this is so that you are ready for the first period which starts at **8.50 am**.

There are six periods in a day. Each period is **48 minutes**. There is a **12 minute** homegroup session everyday after recess.

There is a **26 minute** recess and a **48 minute** lunchtime.

Across the week Year 7 students complete the following subjects:

English	5 periods
Math	5 periods
Humanities	3 periods
Science	3 periods
Language - French or Indonesian	3 periods
Physical Education/Sport	4 periods
Arts - Music/Visual Arts	3 periods
Technology - Wood/Textiles	3 periods
Homegroup Lesson	1 period



SCHEDULE FOR THE DAY

TIME	PERIOD
8.50 - 9.38am	1
9.38 - 10.26am	2
10.26 - 10.52am	Recess
10.52 - 11.04am	Homegroup
11.04 - 11.52am	3
11.52 - 12.40pm	4
12.40 - 1.28pm	Lunchtime
1.28 - 2.16pm	5
2.16 - 3.04pm	6

AN EXAMPLE OF HOW THE TIMETABLE APPEARS ON COMPASS



Mon 11	Tue 12	Wed 13	Thu 14
8.50 - 9.38am: English (Mr T. Smith) 101	8.50 - 9.38am: Math (Mrs J. Brown) 102	8.50 - 9.38am: English (Mr T. Smith) 101	8.50 - 9.38am: Math (Mrs J. Brown) 102
9.38 - 10.26am: English (Mr T. Smith) 101	9.38 - 10.26am: Math (Mrs J. Brown) 102	9.38 - 10.26am: English (Mr T. Smith) 101	9.38 - 10.26am: Math (Mrs J. Brown) 102
10.52 - 11.04am: Homegroup (Mrs J. Brown) 101	10.52 - 11.04am: Homegroup (Mrs J. Brown) 102	10.52 - 11.04am: Homegroup (Mrs J. Brown) 101	10.52 - 11.04am: Homegroup (Mrs J. Brown) 102
11.04 - 11.52am: English (Mr T. Smith) 101	11.04 - 11.52am: Math (Mrs J. Brown) 102	11.04 - 11.52am: English (Mr T. Smith) 101	11.04 - 11.52am: Math (Mrs J. Brown) 102
11.52 - 12.40pm: English (Mr T. Smith) 101	11.52 - 12.40pm: Math (Mrs J. Brown) 102	11.52 - 12.40pm: English (Mr T. Smith) 101	11.52 - 12.40pm: Math (Mrs J. Brown) 102
12.40 - 1.28pm: Lunchtime (Mrs J. Brown) 101	12.40 - 1.28pm: Lunchtime (Mrs J. Brown) 102	12.40 - 1.28pm: Lunchtime (Mrs J. Brown) 101	12.40 - 1.28pm: Lunchtime (Mrs J. Brown) 102
1.28 - 2.16pm: English (Mr T. Smith) 101	1.28 - 2.16pm: Math (Mrs J. Brown) 102	1.28 - 2.16pm: English (Mr T. Smith) 101	1.28 - 2.16pm: Math (Mrs J. Brown) 102
2.16 - 3.04pm: English (Mr T. Smith) 101	2.16 - 3.04pm: Math (Mrs J. Brown) 102	2.16 - 3.04pm: English (Mr T. Smith) 101	2.16 - 3.04pm: Math (Mrs J. Brown) 102

The subject name - Wood

The subject teacher's initials

The room number

You will be allocated a homegroup for example 7A, 7B, 7C etc and attend each of your classes together.

Whilst you will be designated a homegroup room you will need to move classrooms for your specialty subjects such as Science, Physical Education etc.

GETTING READY FOR SCHOOL

There are two different types of school uniform at Williamstown High School - academic and physical education.

The **ACADEMIC UNIFORM** is worn on school days when there is **no scheduled physical education** or **sports lessons**.

The **PHYSICAL EDUCATION UNIFORM** is to be worn on days that you have a **scheduled Physical Education** or **Sport session**.

There are no changing facilities at the Bayview Campus so you are able to wear your sport uniform all day on the school days that you have these subjects.

The school uniform can be purchased from our uniform supplier - Dobsons. There is a uniform store based at the Bayview Campus.



Williamstown High School Uniform Guide



Academic Uniform

1. White Long Sleeve Shirt or Blouse
2. White Short Sleeve Shirt
3. Winter Skirt
4. Summer Dress
5. White Long or Short Sleeve Polo Shirt with WHS logo
6. Black Woven Trousers
7. Black Fitted Woven Trousers
8. Black Woven Shorts
9. Soft Shell Jacket with WHS logo
10. Black Pullover with WHS logo
11. Black, sturdy leather/vegan leather shoes for safety
12. Black Plain Socks or Tights
13. White Plain Socks



Physical Education Uniform

1. Cherry Long or Short Sleeve Polo Shirt with WHS logo
2. Black Sport Shorts
3. Black Tracksuit Pants

Note: To be worn with non-marking soled sport shoes.



Accessories

- School Bag with WHS logo
- Tie - Optional with White Shirt
- Bucket Hat with WHS logo
- Cap with WHS logo
- Black Plain Scarf



DOBSONS
Look smart

Bayview St, Williamstown VIC 3016 | P (03) 9399 8662
www.dobsons.com.au

SUBJECT ORGANISATION

For each subject at school you may be required to purchase supplies such as a textbook, exercise book or stationary supplies. A list of the required materials can be found on our suppliers website - JP Books.

To help with your organisation we ask that you purchase specific colour zip folders for each subject.

English

Humanities (Hums)

Languages (French/Indonesian)

Maths

Science

Technology (Wood/Textiles)



You will keep the subject's materials (textbook, exercise book, handouts) within the zip folder, this makes it quicker and easier when you go to your locker to get your materials for class.

DEVICE REQUIREMENTS

You will need to purchase a laptop to use at school, it can be an Apple Laptop or Windows Laptop but it must have with the following requirements:



Windows Laptop

Any brand that has:

- Windows 11 version 24H2
- 8GB RAM
- 256GB Hard Drive
- 6+ hour battery life



Apple Laptop

Any Macbook that has:

- MacOS 15 (Sequoia)
- 8GB RAM
- 256GB Hard Drive
- 6+ hour battery life

You will need to ensure your device is fully charged and ready at the start of each school day.

GETTING TO SCHOOL

Students are encouraged to walk, ride or catch public transport to and from school.

BICYCLES

Year 7 students have an allocated bike shed located behind the gymnasium and in front of the Year 7 area (C Wing).



Secure Bike Shed





BY BUS

Route 1226: Starts at 7:40 am and covers Pasco Street and Bayview Street campuses. Please note that this route also includes Bayside College – Williamstown Campus.

ALTONA MEADOW - BAYVIEW - BAYSIDE AND PASCO

SCHOOL SIGN REQUIRED

ROUTE 1226

07:40 AM Commences at Merton & Queen (STOP ID 14468)

Left into Victoria Street

Right into Millers Road

Right into Kororoit Creek Rd (1st drop Bayside - Williamstown Campus)

Right into Railway P1 (2nd drop Williamstown High - Pasco Campus)

Right into Giffard Street

Right into Osborne Street

Left into Victoria Street

Right into Esplanade

Right into Bayview Street (3rd Drop Williamstown High - Bayview Campus)

*These times are accurate as of 2025



Route 1222E: Starts at 8:09 am and covers Pasco Street and Bayview Street campuses. Please note that this route also includes Bayside College – Williamstown Campus.

MAIDSTONE ST - BAYSIDE WILLIAMSTOWN, WILLIAMSTOWN

H.S. - PASCO STREET & BAYVIEW

SCHOOL SIGN REQUIRED

ROUTE 1222E ALTONA WEST

8:09 AM: Commences at Blyth St at 415 Bus Stop

Left into Maidstone Street

Right into Civic Pde

Left into Millers Road

Right into Kororoit creek road (1st drop Bayside - Williamstown Campus)

Right into Victoria Street

Left into Osborne Street

Left into Forster Street

Right into Railway cr (2nd drop at railway underpass)

Right into Osborne Street

Left into Osborne Street

Left into Victoria Street

Right into Esplanade

Right into Bayview Streer (3rd drop Williamstown High - Bayview Campus)

*These times are accurate as of 2025



Route 1222: Starts at 8:15 am and ONLY services the Pasco Street Campus Please note that this route also includes Bayside College – Williamstown Campus.

MAIDSTONE ST - WILLIAMSTOWN H.S - BAYSIDE & PASCO
SCHOOL SIGN REQUIRED
ROUTE 1222 ALTONA WEST

8:15 AM Commences at Somers Pdr, Maidstone Stree (Stop ID 14101)

Right into Civic Pde

Left into Millers Road

Right into Kororoit creek road (1st drop Bayside - Williamstown Campus)

Right into Railway P1

Left into Pasco Street (2nd drop Williamstown High - Pasco Campus)

SERVICE STOPS AT ALL PTV STOPS

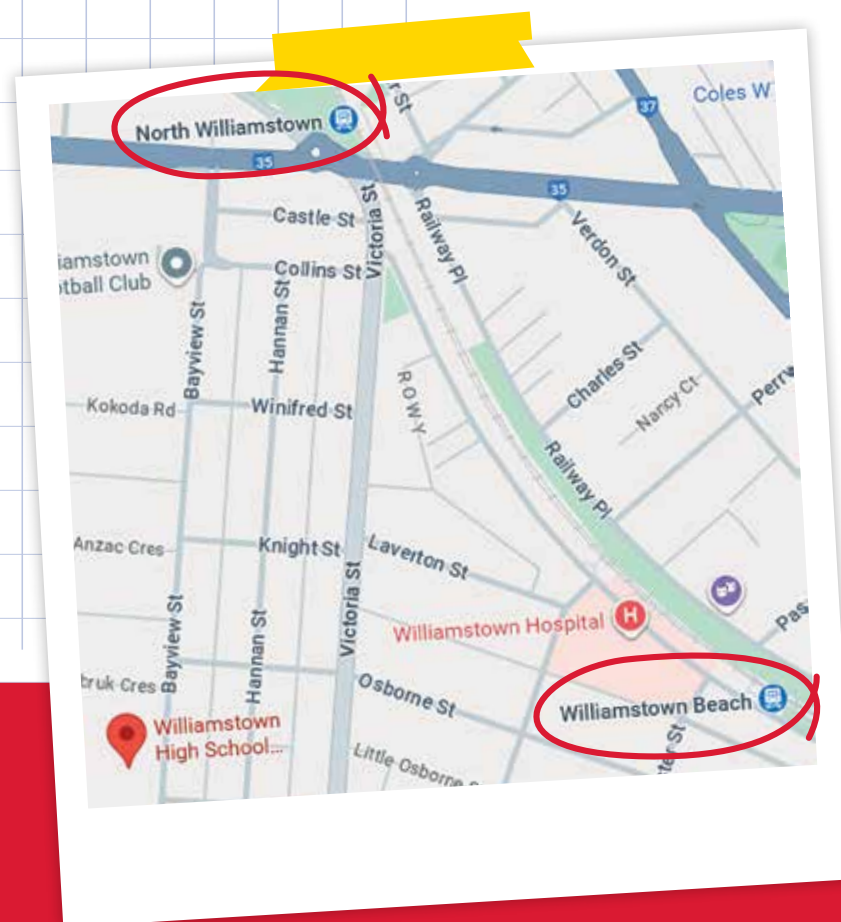
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The Bayview campus is located close to two train stations, Williamstown North and Williamstown Beach.



ARRIVING AT SCHOOL

You will be assigned a locker within the Year 7 area (C Wing).

The locker is used to securely store all your belongings including your school bag and mobile phone. You **MUST** store your mobile phone in your locker for the duration of the school day. You can **NOT** access it during recess and lunchtime.

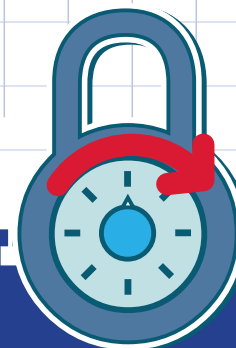


Year 7 Area



Combination locks are purchased through our book supplier - JP Books. We strongly recommend having a practice opening and closing your combination lock at home!

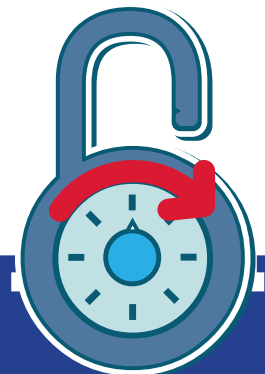
HOW TO OPEN A LOCK?



1 Turn **RIGHT** 3 times and stop at the **1st number**.



2 Turn **LEFT** one full turn past the 1st number. Keep turning until you reach the **2nd number**



3 Turn **RIGHT** to the **3rd number**. Pull to open.



GETTING READY FOR PERIOD 1

On the first day of school you will be given a hard copy of your timetable like the example shown below.

	Mon	Tue	Wed	Thu	Fri
BS					
1	7SPO.4 THA 34	7ENGLA LKU 37	7ENGLA LKU LIBREAD	7MATHA OGR 37	7FRE.B KHA 36
2	7SPO.4 THA 34	7ENGLA LKU 37	7ENGLA LKU 37	7FRE.B KHA 36	7MATHA OGR 37
R					
TR					
HG	7HGASA RCA 37	7HGASA SKO 37	7HGASA SKO 37	7HGASA SKO 37	7HGASA SKO 37
3	7ENGLA LKU 37	7HGALA SKO 37	7MATHA OGR 37	7WOODA GDR 14	7HUMSA LKU 13
4	7SCIA RCA 4 7SCIAb RCA 4	7MATHA OGR 37	7MATHA OGR 37	7HUMSA LKU 36	7HUMSA LKU 13
SL					
L1					
TL1					
L2					
TL2					
EL					
5	7MUSA JBR 11	7PHYSA ACU 37	7MUSA JBR 11	7SCIA RCA 2 7SCIAa RCA 2	7WOODA GDR 14
6	7FRE.B KHA 36	7PHYSA ACU 37	7MUSA JBR 11	7SCIA RCA 2 7SCIAa RCA 2	7WOODA GDR 14
AS					

You will need to read your timetable and collect all of your materials that you will need for your Period 1 and 2 class. You cannot access your locker between periods only before school at recess and lunchtime.

Using this timetable as an example on a Thursday morning you would need to collect your Maths (blue folder) and French (purple folder) materials for Period 1 and 2.

SCHOOL ROUTINES

At Williamstown High School classroom routines (entry, gaining attention and exit) are implemented for every class.

As a class you will need to line up outside your classroom with your materials ready. Your teacher will greet you at the door and give you instructions regarding your entry task.

Entry Routine

- Students line up in pairs outside the classroom with their materials ready.
- Students wait quietly for teacher instructions regarding the entry task.
- Teacher greets the class at the door, as they calmly and quietly enter the learning space to **complete the entry task**.

Gaining Attention

- Teacher uses a cue to start, counting down from 5 to alert students that they want focus on them.
- Students close devices, unless instructed otherwise, and direct their attention towards the teacher.



Exit Routine

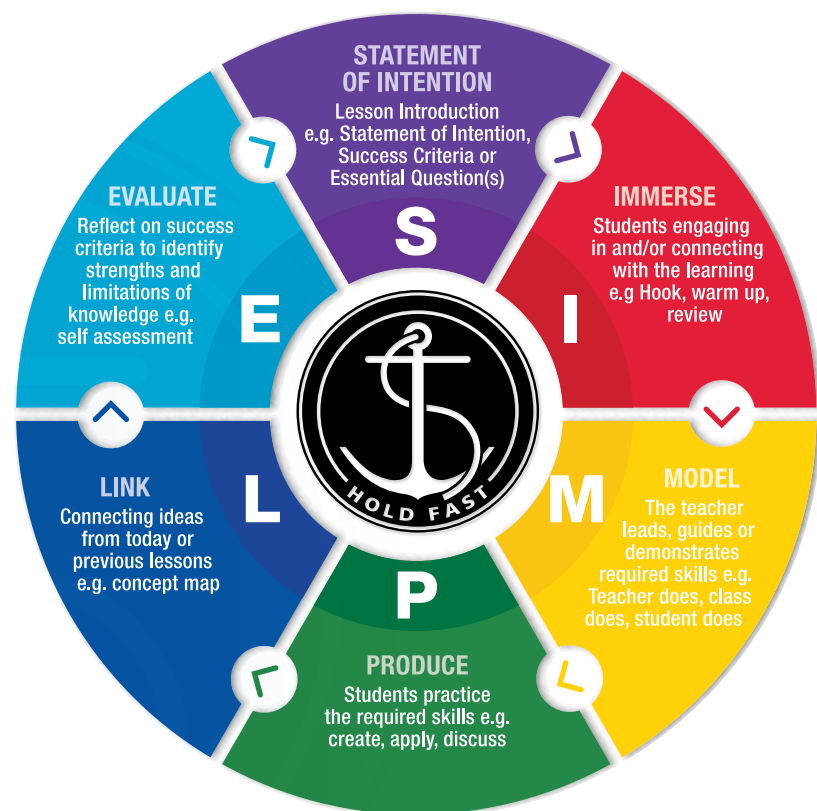
- At the conclusion of learning, teacher asks students to tidy their learning space and stand behind their chairs.
- Teacher gives final instructions to students; such as a review of learning intentions and success criteria, a summary task and a reminder of any homework tasks.
- Teacher dismisses students in an orderly fashion.

SIMPLE

INSTRUCTIONAL MODEL

All of your lessons at Williamstown High School are structured on our **SIMPLE** instructional model.

The SIMPLE model reinforces classroom routine and promotes explicit teaching.



WHAT HAPPENS DURING MATH LESSONS?

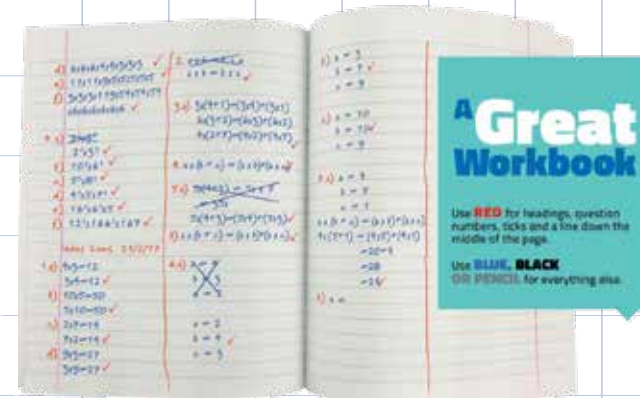
You will need to bring the following to every Math lesson:

- YR7 Cambridge Textbook 3rd Edition (YR8 Cambridge Textbook for SEALP)
- Calculator
- Writing Equipment
- Ruler/Glue/Scissors
- 2 x A4 Exercise Books
- Charged Device
- Mini Whiteboard



In Year 7 we will cover the following topics:

- Number
- Space
- Algebra
- Statistics
- Measurement
- Probability



WHAT HAPPENS DURING ENGLISH LESSONS?

In Year 7 English you will:

- Read and write Poetry
- Explore multimedia storytelling
- Analyse a novel
- Create an advertisement

In every class you will need:

- A lined workbook
- Pens and highlighters
- A charged laptop or tablet
- Any ongoing materials such as the novel we are studying, booklets or portfolios



WHAT SORT OF SKILLS WILL WE WORK ON?

Speaking and Listening

You will practise your skills in active listening, contributing to class discussions and delivering presentations.

Writing

You will build your ability to write creatively, persuasively and analytically. You will also broaden your vocabulary, experiment with new paragraph and sentence structures and use various strategies to edit your writing.

Reading

You will read and respond to a wide range of text types, strengthening your comprehension skills.

WHAT HAPPENS DURING SCIENCE LESSONS?



In Year 7 you will cover the following topics:

- The particle model
- Forces and simple machines
- Separating mixtures
- The changing earth
- Classification of living things
- Matter and energy in ecosystems
- Our place in space



You will need to bring the following to every Science lesson:

- Exercise book
- Pens
- Ruler



WHAT HAPPENS DURING HUMANITIES LESSONS?

Humanities covers four main learning areas – History, Geography, Civics and Citizenship and Economic & Business.

In year 7 Humanities we will cover:

- First nation's history
- Ancient Egypt
- Water as a resource & the water cycle
- Liveability (why we live where we live)
- Entrepreneurship & innovation
- Principles of Australia's legal system

In humanities lessons, you will need to bring your text book, an exercise book to write in, your device and a folder to store your documents in to every lesson.



WHAT HAPPENS DURING PE LESSONS?

PE lessons in Year 7 at Willi High are all about introducing you to lots of different sports whilst we support you in getting to know your peers.

We start the year with some fun minor games to ease your transition into Secondary School and get to know you each as individuals. We then move on to a fundamental motor skills unit where we begin to get to know your individual strengths and look for opportunities to involve you in a number of different interschool sports. In Term 1 you will also have the athletics carnival and swim gala to look forward to with plenty of opportunity for participations.

Throughout the rest of the year we will cover a number of sports including; cricket, softball, volleyball, basketball, soccer, lacrosse, Netball, Beach Sports, Lifesaving and many more.

During sport you have the opportunity to choose from a number of sport options to take part in the activity that you are most interested in. During these lessons the teacher will support you in learning and developing your skills in this sport, and applying them to game based scenarios.

This is a great way to involve yourself in inter-school sport too, information of these teams will be circulated on the cohort google classroom page.

In addition to practical PE lessons, we also cover classroom sessions in Health. In Year 7 we look at identity and how this shapes how we feel about ourselves and our place in the world. We delve into the norms that society places on different genders and challenge ourselves to access the impact this has on us all. In Semester 2, we cover puberty and change exploring the wonderful world of being a teenager and all the changes to expect. This unit provides students with the tools to understand how puberty impacts both mind and body, and the things we can do to support one another during this time.

We look forward to welcoming you to PE at Williamstown High School.

WHAT HAPPENS DURING VISUAL ART & DESIGN CLASS?

You will need to bring your Art Kit which includes:

- Visual Diary
- Paintbrushes
- Watercolour Kit
- Watercolour Pencils
- and many more creative tools!



What will you make?

- A watercolour painting on Canv
- A Papier-Mâché Sculpture



WHAT HAPPENS DURING LANGUAGE LESSONS?

You will need to bring:

- Your French textbook Quoi de neuf? or Indonesian textbook Saling Silang
- Your purple languages folder with plastic pockets
- Your languages exercise book
- Pens and highlighters
- Fully charged laptop



In French you will learn how to:

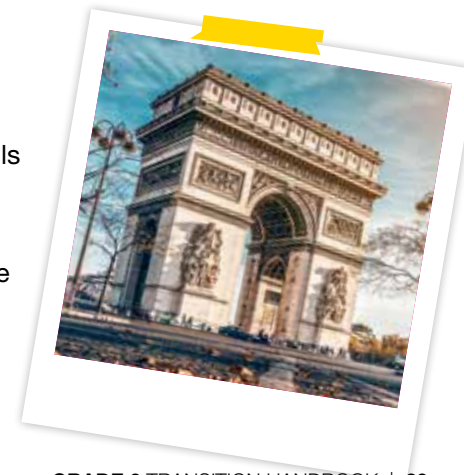
- Introduce yourselves and others
- Talk about and describe pets
- Introduce and describe family members
- Discuss (and even sample!) food from other cultures

In Indonesian you will learn how to:

- Introduce yourselves and others
- Describe your friends
- Describe the what school is like in Indonesia
- Discuss (and even sample!) food from other cultures

You will work on:

- Speaking, listening and conversation skills
- Reading comprehension
- Writing skills
- Grammar and the mechanics of language



WHAT HAPPENS DURING MUSIC LESSONS?

You will need to bring the following to every Music lesson:



In Year 7 you will cover the following topics:

- Performance (make a band, perform a song!)
- Composition (film music)



WHAT HAPPENS DURING TECHNOLOGY LESSONS?

What you need to bring to every Technology (Wood and Textiles) lesson:



In Technology, you will learn the safe way to use various tools, with different materials, to create your own designs. You will learn how to design, construct and reflect on your work using various new skills you will learn in class.

For Textiles you will be creating felted doorstops and personalised bags. During Wood you will create chopping boards and work on etching for your light boxes.



WHAT HAPPENS DURING HOMEGROUP LESSONS?

Every day after recess, you head back to your homegroup room for a quick 12-minute **Homegroup Assembly**. During this time, teachers mark the roll, check uniforms, and read out the important daily notices so everyone's up to date. There's also a little extra time for other activities, which can include discussion and reflection tasks, trivia and competitions, or just a chance to reset before the next class.

In addition to these daily sessions, the whole Year 7 cohort comes together in the gym for a larger assembly—usually once every two weeks. These bigger gatherings are a chance to share announcements, celebrate achievements, and hear from different teachers and students across the year level.

Homegroup Lesson is a 48 minute period that happens once a week in your homegroup room. Like all other subjects, Homegroup Lesson has a curriculum set within two themes - “Wominjeka” (welcome) for Semester 1 and Friendship for Semester 2. You will complete tasks and workshops that build your social and emotional wellbeing and participate in important lessons about respectful relationships, careers, e-safety and celebrating diversity among other things.

RECESS & LUNCH



During recess and lunch you can access all the outside spaces of the campus including: the wetlands, oval, synthetic courts, basketball courts, futsal courts, eat fast dining area and atrium. Students can access the library at recess and from 1.04 pm.

The Year 7 area is only available for Year 7 at recess and lunch.

Various lunchtime clubs and different activities run during lunchtimes which will be announced via the daily bulletin.

Canteen

The school canteen can be accessed during recess and lunchtime everyday and has a variety of food that is available to be purchased. A copy of the canteen menu can be found on our school website.

You can place an order for lunch via the app and collect it straight from the canteen at the start of lunch. Details for the app are on our school website.




END OF THE DAY

Study Club is a great place for you to catch up on homework, assessment or seek support from teachers to help you work through a gap in knowledge. It is also a good place for students who are looking for extension opportunities unavailable during class time as well. It is also a conducive space for students to further develop their learning in a positive environment.


The session runs every Wednesday afternoon, straight from the end of the school day until 4:30 PM in the library.

STUDY CLUB


WEDNESDAYS




Access one-on-one or small group tuition from WHS Alumni.



Access to a quiet space conducive to completing homework and studying.




Receive support for many subjects including Mathematics & English



Seek support & advice from Alumni & teachers about how to manage school & career pathways

Don't let challenging coursework hold you back. Our mentors can help you reach your full potential and achieve academic success. Whether you're struggling with a specific subject or just looking for extra support, we have a solution for you.

3PM TO 4:30PM @ BAYVIEW LIBRARY



**WILLIAMSTOWN
HIGH SCHOOL**

Getting Home

We have two contracted bus routes for students to get home from school.

WILLIAMSTOWN HS, WILLIAMSTOWN H.S. - PASCO STREET & BAYVIEW ROUTE 1225 BUS 1

15:05 PM Commences at Bayview Street (School Side) Stop ID 44645
Right into Osborne Street (cross Victoria Street)
Left into Giffard Street (ross railway line)
Left into Railway P1
Right into Parker Street
Left into Verdon Street (pick up in Verdone Street (Pascoe Campus))
Left into Ferguson Street continue along Kororoit Creek Road
Left into Millers Road
Right into Civic Pde
Left into Maidstone Street (1st Stop after Blyth St)
Right into Queen Street
Left into Victoria Street
Right into Merton Street
Right into Railway Ave finish at Aircraft Bus Stop

*These times are accurate as of 2025



**WILLIAMSTOWN HS, - BAYVIEW CAMPUS & PASCO STREET
ALTONA**

ROUTE 1223 BUS 2

15:10 PM Commences at Bayview Street (School Side)

Right into Osborne Street (cross Victoria Street)

Left into Giffard Street (ross railway line)

Left into Railway P1

Right into Parker Street

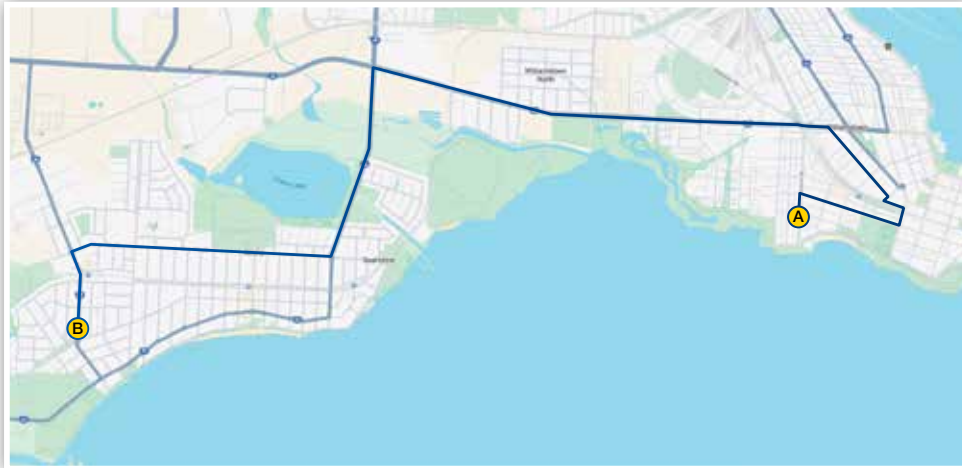
Left into Verdon Street (pick up in Verdone Street)

Left into Ferguson Street continue along Kororoit Creek Road

Left into Millers Road

Right into Civic Pde

Left into Maidstone Street finish at Maidstone & Somers Pde



HOMEWORK

One of the main differences between primary and secondary school is the amount of homework set by your teachers.

Your homework will always be focused on helping you remember what you have learned in class, practising what you have learned or committing it to your memory.

Homework is as important as classwork! Putting full effort into your homework is crucial to your success. As with equipment, being organised is the key to your success. If you do not complete your homework the day it is set, it can become a barrier to your learning as you will fall behind.

In order to develop a good homework routine, you must:

- Do your homework on the day it is set. This will prevent homework from “piling up” and becoming unmanageable
- At home, have a designated area where you can avoid distractions. Ideally, you want to work in an area where you can be supervised by your parents. It is a good idea to agree the homework expectations with them. It is important that both students and parents know when, where and for how long you will be working on your homework every day.
- Communicate with your teachers if you need help – let them know if you found a task difficult or too easy. If you were unable to complete a task, it is important for teachers to know why so they can help you.



KEY AREAS AROUND THE SCHOOL

LIBRARY



You will become very familiar with the library whilst you are at Bayview.

In Years 7 and 8, you will spend at least **1 period a week** in the library. During this time, you will engage with different books, stories and texts. You can also access our information books, which you can use across all of your subjects.

Apart from class time, you can come into the library before and after school, and at lunch and recess. During these times, the library is a lively and social space. You can play games, make art, get involved in different activities throughout the year, or just chat with friends.

We also have a student library assistant program!

This is a big community of students who help out in the library: borrowing books, making displays, running events, and helping promote the space to the rest of the school. If you are interested in getting involved, come and speak to one of our friendly librarians.



FAQ's



WHAT SHOULD I DO?

"My school pants did not dry over the weekend and I can't wear them to school."

"I forgot my school shoes at my grandparents house. I can't get them for a few days."

Firstly, don't panic! Wearing the correct school uniform is an expectation we have for all students at Williamstown High, however things happen! Have your parents write a note to the Year 7 coordinators, explaining why you are out of uniform and for how long you will be. Take the note to the coordinator's office in the morning before 8:50am or during recess and you will be given a pass. Without a note from home, you may have to attend some reteaching time at recess, lunchtime or afterschool. Your parents/carers will be contacted.

"I catch the bus to school and it was late today. I did not get to school on time."

"I slept in! I got to school at 9:00am. I'm late!"

You must go to the front office first and sign in. When you sign in, you will be given a late pass. Go to your locker and then to straight class. You can only enter the class with the late pass. Continued lateness without a valid reason may result in you having to attend some reteaching time at recess, lunchtime or afterschool. Your parents/carers will be contacted.

"I have a dentist appointment and will not get to school until recess."

Go to the appointment! Your parents/carers must add a note on Compass explaining why you are not at school. Once you get to school, go to the Office first and sign in, or have your parents come with you to sign you in.

"I have to leave school at lunchtime to attend an appointment."

Pack your bag and go to the front office. Your parents/carers MUST come into the office and sign you out. You cannot leave on your own, even if your parents have given you permission to do so.

"I need to leave school during period 3 to go to an appointment."

Your parents/carers must come to the front office. A staff member will go to your class and collect you. Your parents will then sign you out and you can leave with them to attend your appointment. They will need to sign you back in at the front office if you return to school.

"I forgot my lunch at home."

Have the school contact home and perhaps your parents can drop it off at the front office for you to collect. If they can't, go and see the Year 7 coordinators who can help.

"I fell over at lunchtime and have grazed my knee."

"I'm feeling sick in class."

If this happens during recess or lunch, go with a friend to the front office to get some first aid. They will assess your injury, treat it and contact home if necessary.

If you start feeling sick during class time, tell your teacher. They will send another student with you to the office with a note. The staff at the front office will help you.

"I have lost my school jumper."

Make sure that you write your name on all uniform items. There are lost property cupboards at the front office and outside the Year 7 coordinators office where you are likely to find it.

NOTES





WILLIAMSTOWN
HIGH SCHOOL

williamstown.hs@education.vic.gov.au
www.willhigh.vic.edu.au