AN OPEN LETTER TO ALL YEAR 12 AND THEIR PARENTS

Dear Year 12 and parents of Year 12, 2013 at Macquarie Fields High School,

We have arrived at that time now where we begin to say our farewells to Year 12. It is only appropriate at this time to wish you all the very best in your studies as you approach your final Higher School Certificate examinations. Remember though, it isn’t good luck that you need it is good hard work and an efficient study program that will lead to success in these important examinations.

You all need to be aware of arrangements for the final weeks of Term 3 and also for Term 4.

YEAR 12 PRESENTS A YEAR IN REVIEW – TUESDAY 17-9-13
- The Year 12 informal assembly is being organised by Ms Boyles and Mrs Judge and will be held during period 5. The assembly will be held in the hall. The purpose of this assembly is to showcase your talents to fellow students and bid your final farewells. Siblings of Year 12 students will be invited to this assembly along with all of Year 9 and Year 10. Students must wear school uniform. You may wear your jacket for this particular assembly. It is an expectation that all students maintain a mature disposition throughout the assembly and that your material is presented in good taste.
- Students are expected to attend periods 2-3 on this day. During period 4 you will have a full rehearsal for your formal ceremony held to be held on Wednesday 18-9-13.
- Any video that may be shown as a part of this assembly must have been approved one week prior to the assembly, by Mr Tishler, Mrs Hazzard and/or Mrs Costa.
- It is important to time your assembly carefully as students must be dismissed on the bell, that is at 3:20pm. If you time the assembly poorly, it will be cut short.

YEAR 12 FORMAL ASSEMBLY – WEDNESDAY 18-9-13
- The Year 12 Formal Assembly is being organised by Mrs Judge and will be held on Wednesday, September 18th 2013 during period 4.
- All Year 12 students will attend roll call and period 2 and 3 on this day.
- Parents of Year 12 students are invited to this function and are advised that they should be seated in the hall by 11:20am on this day.
- Siblings of students in Year 12 are also invited as well as all students in Year 11 who will be seated during period 3 for an 11:28am start.
- Year 12 students are advised that they will be rehearsing for this assembly on Tuesday, 17-9-13 during period 4.
- All students must be in full school uniform including black shoes. Boys must wear long grey trousers. Shirts are to be tucked in.
- No student is to wear their jacket as part of the uniform on this day.
- Year 12 students must leave school at the end of the assembly and before the beginning of lunch.
- Any student not wearing full school uniform including black shoes will not participate in the formal assembly but will be issued with their documents privately. Full school uniform does not mean a shirt that has been signed by numerous students.

ANNUAL CELEBRATION DAY – THURSDAY 19-9-13
- You are expected to attend the Annual Celebration Day on Thursday, September 19th, 2013
YEAR 12 PICNIC – FRIDAY 20-9-13

- The picnic provides you with an opportunity to have some fun and share memories of your time at Macquarie Fields High School.
- The Year 12 picnic is on Friday, September 20th, 2013. Students should assemble in the outdoor shelter for a 9:00am departure.
- School uniform does not have to be worn but you should wear sensible clothing including gear that protects you from the sun.
- All students must travel by bus. **No student is to drive to the venue.**
- As students of this school you have a responsibility to behave appropriately at all times while on the picnic. You must co-operate with the school and with school staff at all times.
- Students are to conduct themselves in a mature manner when they enter school premises on this day. No wilful damage or vandalism to school or staff property will be tolerated. Inappropriate behaviour will lead to a student being excluded from the picnic. Other consequences will apply as appropriate.
- **Absolutely no swimming at the Year 12 picnic.**
- **No late payments or notes will be accepted. Ensure you meet the deadlines outlined on the permission note issued separately.**

STUVAC – 7-10-13 to 11-10-13

- Teachers will be available during your timetabled lessons for each subject. Please do not try and see your teachers while they are teaching other classes.
- The Library is available for private study. The senior area is also available to you.
- It is important that all Year 12 students engage in a meaningful program of home study and that you have constructed a revision timetable that you adhere to over the break before your examinations begin. Remember, a minimum of 28 hours study per week is recommended in order for you to experience greater levels of success at your Higher School Certificate examinations.
- For safety and security reasons, students entering onto the school grounds for the purpose of studying or consulting with staff must wear full school uniform. You must also sign into the school upon your arrival and sign out when you leave. If you enter onto school grounds and are not wearing uniform you will be sent home. This is non-negotiable.

HSC EXAMINATIONS – 14-10-13 to 6-11-13 but as per your timetabled examinations

- Remember that you are still a student of Macquarie Fields High School. You must act politely and responsibly, following the School Code of Conduct. It is especially important that you extend this courtesy to staff supervising your examinations.
- For safety and security reasons, you must wear full school uniform to all examinations. Your school jacket is acceptable.
- If you intend to arrive very early for an exam, or leave well after the exam has finished, you are required to sign in at the front office. You must then sign out when you leave the premises. This again is for security purposes and it is a departmental expectation of the Principal that she maintain a secure and safe environment.
- You should return your textbooks to staff on the morning of each examination. Staff will be on duty outside the hall to collect textbooks from you.
- Remember to eat well and get plenty of rest during the course of your examinations in order to maximise your potential for success at your examinations. Manage your time carefully to ensure that you have an appropriate emphasis on study, leisure and rest.
- If you suffer illness or misadventure on the day of an examination, please inform the school by phone (9605 3111) and speak personally with Mrs Buckler who will inform the supervisor of the examinations, Mr. John Allen.
- You will be required to submit an illness/misadventure form in detail with supporting documentation from your doctor as relevant to your particular circumstances.
SIGNING OUT FROM SCHOOL – from Thursday 24-10-13

- Signing out from school will occur at specific times this year. When you sign out, try to sign out in groups. Sign out will commence on October 24th 2013. Mrs Dolstra, Mr Tishler and Mrs Hazzard will only be available between 10:00am and 1:30pm on each Thursday. All students must see Mrs Dolstra. Sign out will occur each Thursday at the same time on October 31st, November 7th and November 14th 2013.
- You must wear school uniform when signing out of school.
- You need to pick a day after you have finished all of your examinations. On the day you choose to sign out report to the front office, sign in and collect your sign out sheet.
- Return textbooks issued to you (in the unlikely event that you have not returned them on the day of your examination in the subject), to appropriate faculties and pay your school fees. When you have completed the sign out process, have Mr Tishler or Mrs Hazzard sign your form. You are then required to meet with Mrs Dolstra (or her representative). Here you will be interviewed briefly about your time at Macquarie Fields High School. You will be given your reference too. You will also be issued with your Year 12 Formal ticket at this meeting.
- All students in Year 12 have already received information regarding the paying of school fees before the end of Term 3. This can be done in part payments.
- NOTE: Year 12 Formal tickets will only be issued by Mrs Dolstra, or her delegated officer. Admission to the Year 12 Formal will be BY TICKET ONLY. Tickets will be checked at the door – no ticket – no admission.
- Remember to sign out when you leave the school premises.

PRE-FORMAL REFRESHMENTS AND YEAR 12 FORMAL – 22-11-13

- The Pre-formal refreshments provides a special time for staff, Year 12 students and their parents to share with one another as a prelude to their Formal.
- The Pre-formal refreshments and Year 12 Formal are on Friday November 22nd, 2013.
- The Pre-formal refreshments will begin promptly at 4:30pm on the evening of the Year 12 Formal. Year 12 and their parents are cordially invited to this function which is sponsored by the P&C.
- The bus for the formal will leave at 5:00pm sharp. (Note the bus will not wait for late students.) The formal begins at 6:30pm and ends at 11:30pm. (A separate note has been issued in regard of your “Formal” organisation.)
- Full payment for the Formal must be received by the due date. No payments will be accepted on the day of the Formal. No ticket = No entry.
- Please note that this organisation differs slightly to the organisation published in the August Newsletter.

YEAR 12 MORNING TEA – 19-12-13

- On this day you are formally invited to a morning tea at the school, beginning at 10:20am. Here we congratulate you on the wonderful achievements you have made in your Higher School Certificate.
- It is important that you attend this day which is the final calendar event for you as our Year 12 group in 2013.
- You do not have to wear school uniform.
- Ms. Buckler is organising this event for you.

On behalf of the whole school, we wish all of Year 12 every success and happiness in their examinations and for the future.

Mr M. Tishler  Mrs. H. Costa  Mrs E. Hazzard
Principal (Rel)   Deputy Principal (Rel)   Deputy Principal