2 November 2011

**Year 10 School Program – Term 4**

Dear Students and Parents/Guardians,

The following information is designed to clearly set out the events and expectations for Year 10 students prior to, during and after the SC examination period.

1. **ATTENDANCE**

Following is an excerpt from a letter sent to school Principals by the Deputy Director-General of Schools in Term 3 2011.

*With the new school leaving age, students in Year 10, who have not reached 17 years of age, are required to attend school until the third last day of Term 4 – Friday 16 December 2011.*

*Year 10 students who can demonstrate that they are leaving school to enter into full-time permanent employment and will not be resuming their studies at school in 2012 are able to leave school after the award of the School Certificate, provided they have completed all their clearance obligations with the school. Students needing to leave school earlier should apply to the principal for an exemption.*

2. **WORK EXPERIENCE**

Students have an opportunity to participate in Work Experience, over weeks 6, 7 & 8 of Term 4 (14th November through to 2nd December, 2011), which is aimed at providing students with industry experience prior to moving into Year 11 in 2012. Students will be able to seek one work placement for the whole Work Experience period, or seek a different work placement for each week.

Students will receive a travel concession pass for travel on local and public transport whilst on Work Experience and an Employer Assessment Report, which is completed by the employer at the end of the Work Experience placement. Students will receive a Certificate of Attendance to place in their Job Portfolio once they return their Employer Assessment Report.

Students organize their own work placement. They have been provided with guidelines on how to organize a placement. If assistance is required please do not hesitate to Robyn Elks on 9670 - 6700.

Students who do not participate in work experience are required to attend school on those days.
Each faculty will offer a special program of study:

<table>
<thead>
<tr>
<th>Faculty/area of study</th>
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<tbody>
<tr>
<td>Maths: Get ready for HSC Maths</td>
<td>HSIE: Oceanography and Human Rights Issues</td>
</tr>
<tr>
<td>English: Film appreciation</td>
<td>Creative and Performing Arts: Photo journalism and Issues and Ideas for Artwork</td>
</tr>
<tr>
<td>Science: Driver Education and Physics</td>
<td>Home Economics: Barista Basics and Christmas Cookery</td>
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<tr>
<td>PDHPE: Sport</td>
<td>Industrial Arts: Building Bridges for the future and workskills for the workshop</td>
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Students who do not participate in Work Experience over this period of time are expected, by law, to attend school.

3. WEEK 9: 5th – 9th DECEMBER

In week 9 (5th December – 9th December) students will be completing a course “All my Own Work” in preparation for their senior studies. In addition during this week a number of important events will take place:

- Tuesday 6th December: Year 10 Clearance day and Year 11 enrolment day. Students are required to sign out of year 10 and enroll into year 11.
- Thursday 8th December: Year 10 Graduation practice as well as the issuing of the Year 10 shirt.
- Friday 9th December: Year 10 Graduation.

4. YEAR 10 CLEARANCE

The year 10 clearance day will occur on Tuesday 6th December, 2011 in two stages:

A – K: 8.40am – 9.45am
L – Z: 11.40am – 12.45pm

Earlier this term the administration staff at St Clair High School sent out invoices for any outstanding fees. It would be appreciated if any school contributions you have not paid are finalised before 6.12.11. These are of two types - subject materials contribution and the general contribution. The first of these must be paid before clearance can continue. In addition to this all other outstanding debts must be paid such as Terrigal/Penrith Lakes Excursion, Year 9 welfare Day, Gatehouse Girls. Library fines will need to be finalised by the Clearance Day.

The Student Clearance Form will be available from Miss Holt in the Music Courtyard from 8.40am for students with surnames A-K and 11.40am for students L-Z on Tuesday 6th December. All outstanding fees should have been paid prior to this date. If that is the case, your clearance form will be stamped “paid” and you may continue through the clearance procedure. If there are any outstanding amounts yet to be paid then you must return to the front office to pay them.

If you have a textbook for a particular subject, part of your clearance procedure is to return the textbook and school-owned equipment to the Faculty Representative in the courtyard. Once all material has been returned the representative will sign your form and “clear” you from that subject.
Once you have been to each Faculty representative return to Miss Holt. Completed clearance forms are to be returned for final checking by Miss Holt. Once “cleared” by Miss Holt proceed to Ms Smithard’s table for final sign off.

5. **YEAR 11 (2012) ENROLMENT DAY**

The year 11 enrolment day will take place on Tuesday 6th December, 2011 in the school hall. The enrolment times are listed below:

- A – K: 10am – 11.15am
- L – Z: 1.15pm – 2.30pm

The enrolment day process will involve a short presentation (20-30 minutes). Some of the topics covered will include:
- Senior School Values
- Student Curriculum/Welfare
- Accountability: the review process
- Routines for Senior Students
- Vehicle Consent Form
- Permission to leave school grounds
- Year 11 Camp (N. Holt/ K.Whittaker)
- Senior School Attendance (P. Johnson)
- Senior School Uniform

The year adviser and careers adviser will be available on this day to answer any queries.

Students will visit a faculty representative from their selected pattern of study and sign in to course. This will provide an opportunity to discuss the requirements for next year.

6. **INVITATION TO ATTEND GRADUATION CEREMONY AND SUPPER**

Parents and family of Year 10 Students are cordially invited to attend the Year 10 Graduation Assembly followed by a supper in the Library. The graduation will commence at 3.30pm. More information will be provided at the year 11 enrolment day.

7. **A FINAL WORD**

We would like to extend best wishes to you as you go through the experience of sitting the SC exams, and then waiting for your results. When your results arrive, we hope you are happy with them.

Good luck!!!