

BLACKTOWN GIRLS' HIGH SCHOOL

RESULT SHEETS, REPORTS & RECORD CARDS

RESULT SHEETS

1. Collect from all subject teachers of your class, lists of marks for each subject. CHECK these lists with the class before entering, and refer back any discrepancies to the teachers concerned. Finalise marks. Make sure that estimate is obtained for any paper from which a girl has been absent. This mark should be circled.
2. Enter the marks in the appropriate column on the Result Sheet. The one Result Sheet serves for both the Yearly and Half Yearly Examination. The Half Yearly examination marks and positions for all pupils doing the same paper entered as an index are to be recorded in BLUE. The YEARLY RESULTS will be entered in RED. See Notice Board for a specimen Result Sheet.
3. When all marks have been entered, check with class. Each girl must list on a half sheet of paper, her subjects (in the same order as on the Result Sheet), her marks in same, her total and average. This must be checked against the Result Sheet.
4. For positions and averages, note the following:
  - (i) Dictation only missed: Average on the full total, counting 0 for Dictation, and position accordingly.
  - (ii) One or more subjects missed, an average on subjects done may be given but no position. If part of a subject is missed- treat as for Dictation.
  - (iii) Typing, cultural Art, cultural Music, Craft do not count in totals or averages.
  - (iv) Prepare an Order of Merit list for your class, including at the bottom ALL girls who missed one or more papers. This MUST be attached to your Result Sheet.
  - (v) Positioning in year on the average is to be done for groups as follows: Fifth Year; Fourth Year; 3A and 3B; 3C, 3D and 3E; 2A and 2B; 2C, 2D and 2E; 2F; 1A, 1B, 1C, 1D and 1E; 1F.

REPORTS

1. The Roll Teacher enters the following on the reports:
  - (i) Name of school and name of pupil.
  - (ii) Marks and position in year, or group, for each subject.
  - (iii) School activities.
  - (iv) Number of days absent up to posted date. Half Yearly 1964
  - (v) Average percentage and position in year on the <sup>7th May</sup> average percentage.
2. Circulate among the teachers concerned for comments and signatures.
3. CONDUCT Use a class sheet and rule it up for all subjects taken by the class. Circulate this with reports. All teachers are asked to comment. Unless Excellent or Very Good can be given a comment MUST be made, indicating why and in what way conduct has been unsatisfactory. CONDUCT SHEET is to be returned with the reports. Class Teachers do NOT fill in Conduct on the reports.

*fair or  
Very fair  
Not  
acceptable*
4. Each girl in the class is to pay to her Roll Teacher 6d for the purchase of a stamp and envelope on the date requested. On this day at Roll Call, each Roll teacher is to send to Mrs Blyton the money collected and the following information:
  - (i) Name of class and Roll Teacher.
  - (ii) Number who paid and amount handed in.
  - (iii) A list of the girls who failed to bring in the money.

The envelopes of all girls must be addressed and stamped at a suitable period to be arranged by the Roll Teacher, either on this day or the following day. If a girl's report is being sent to a mother or guardian of a different surname, the girl's name is to be written in full on the inside of the flap of the envelope.

Instructions for Result Sheets and Reports and Record Cards (continued)

5. After completion of the reports by the PRINCIPAL, the reports must be checked for completion by the Roll teacher and placed in the correct envelopes. Please be careful.  
N.B. The comment on the report re Conduct must be entered on the Result Sheet. Hand in to Clerks' Office when ready for posting.

RECORD CARDS

I. SECONDARY CARDS.

1. All examination results must be entered. Marks and positions in each group for each subject, totals, average and the position in year or group. Positions are to be given as a fraction.
2. Sport Record is to be brought up to date for each girl.
3. An entry is to be made on the secondary card, indicating any office held in the school e.g. Prefect, Class Prefect, House Captain etc. A note should also be made of any activity to which girl belongs e.g. Red Cross, I.S.C.F., Debating, Historical Society, Current Affairs Club etc.
4. First Year Roll Teachers will be required to complete name, Name of school and all sports details on the Secondary Cards. Roll Teachers of other classes will be required to fill out new cards only for those girls who have not already a Secondary Card.

II PRIMARY RECORD CARDS

1. Enter number of days absent for each term since enrolling in this school. This must be done at the beginning of each term.
2. Check and enter where omitted
  - i. Name of this school
  - ii. Date of enrolment at this school
  - iii. Registration number at this school.
3. Check addresses on the card and alter where address has been changed.
4. Add details of any serious illness that you know of.
5. Add any new members of the family square for boy and triangle for girl.  
(Further information available in Handbook)

III. CAREER CARDS

If a career card has not been filled in please enter:-

1. Registration Number
2. Name and Address (Telephone number)
3. Father's name and occupation.
4. Name of this school and class for 1964
5. Date of birth and Assessed I. Q. (see back of card).

The Assessed I.Q. must also be entered on the back of the Career Card.

Please check ALL Career cards to see that ALL information is correct.