

BLACKTOWN GIRLS' HIGH SCHOOL.

ISSUE OF TEXT BOOKS.

Each Mistress/Master is responsible for organising distribution of text books within the Department.

All the new text books must be:

- (a) Recorded in Stock Book (number received - cost per copy);
- (b) Stamped with School stamp;
- (c) Numbered - e.g. 1/64 for a 1964 book.

As issued, books MUST be recorded on text book cards.

EVERY TEXT BOOK, as issued, must have placed in it the borrower's

- (i) Name
- (ii) Class
- (iii) Year.

Teachers must pick up and return to the FILE, all text book cards -- GIRLS ARE NOT to be sent for them.

NO GIRL is allowed in Text book Storeroom without a teacher -- AT ANY TIME.

NO GIRL is to be allowed to mark off her own text books.

Except at end of year, the books of a girl who is leaving are marked off by CLERKS.

CARE OF BOOKS:

All text books must be kept covered and in good repair.

All text books as returned must have paper covers removed.

LOST TEXT BOOKS:

Any text book lost MUST be paid for, also any text book not returned at proper time. (No re-issue until receipt is shown).

TELEPHONE CALLS.

Telephone in COMMON ROOM is available for Staff use: 622-4403.

Telephone in Clerks' Office is available ONLY for School business.

TRUNK LINE calls are taken and booked on Common Room 'phone -- place and cost of call to be recorded in book provided.

When absent, and notifying school of absence, ring 622-1321.

If this number cannot be raised, please use 622-4403.

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BLACKTOWN GIRLS' HIGH SCHOOL
PROCEDURE DURING EXAMINATIONS 1965

GIRLS

1. Lines are to be in accordance with rooms allotted for Roll Call or examination whichever is appropriate.
2. Five shillings (5/-) to be brought in at time stated covers the cost of all writing paper, examination papers and the stamped addressed envelopes to be used for sending out reports.
3. All desks are to be cleared of papers and ~~books~~ before the examinations start. Special clearance will be made during the morning on the day before the examination commences. Rooms will be checked during the afternoon.
4. Wool (not pins or clips) is to be used to fasten papers together on the top left hand corner.
5. Bags are to be left neatly stacked at right angles to the walls in such a way as to avoid obstruction. NO MONEY IS TO BE LEFT IN BAGS OR IN CORRIDORS. ALL BAGS ARE TO BE LEFT SHUT.
6. All necessary material must be taken to the examination room. No girl may borrow anything during an examination.
7. All material for the examination - rulers, pens, pencils, rubber, wool, mathematical instruments etc must be removed from bags at the lines assembly BEFORE the class enters the building.
8. Some school books must be brought to school each day for private study. Where no paper is being done or where the paper being done is shorter than two hours a book for private study must be brought into the room. Before question papers are distributed these books will be passed to the front of the room and kept stacked until all worked examination papers have been collected.
9. Read all instructions carefully. Allow half a page at the beginning of every section. No title page is necessary.
10. Write name and class in the top right hand corner of each page.
11. Number all questions carefully as on the examination paper.
12. ALL rooms must be left tidy. Desks are to be cleared of all waste paper at the end of each morning and afternoon paper. Chairs are to be placed on the desks when the class is dismissed in the afternoon.
13. No class will be dismissed before the final hooter.
14. Study periods can be used for this purpose only - no craft e.g. knitting may be done.

TIMES

MORNING

Period 1 8.55 - 9.34
2 9.34 - 10.13
3 10.13 - 10.52
4 10.52 - 11.31

LUNCH 11.31 - 12.24

AFTERNOON

Roll Call 12.24 - 12.34
Period 5 12.34 - 1.13
6 1.13 - 1.52
7 1.52 - 2.31
8 2.31 - 3.10

DISTRIBUTION OF PAPERS

TWO HOUR PAPERS will be given out at the beginning of each session

ONE AND A HALF HOUR PAPERS will be given out half an hour after the beginning of each session

ONE HOUR PAPERS Will be given out one hour after the beginning of the session.

BLACKTOWN GIRLS' HIGH SCHOOL

PROCEDURE DURING EXAMINATIONS 1965

STAFF

1. Mistresses and Masters in charge of departments are in charge of the stapling and bundling of papers in all classes within the department.
Also: Art - Mr Horton and Mr Jarvis French - Mrs Hanna
 Latin - Miss Addison Music - Mrs Streeter &
 German - Miss Addison Miss Feneley
 1F and 2F Social Studies and English
 & 1F Mathematics: Miss Johnson
Miss Farley and Miss Unwin are responsible for the room boxes in the Common Room and checking that the appropriate papers are in these as required. Miss Telford will keep the book of absentees.
2. Examination papers are to be collected from the boxes in the Staff Common Room before picking up class from the Assembly Lines. No examination papers are to be left in the Common Room overnight.
3. All teachers are asked to supervise closely the packing of bags by girls at right angles to the corridor walls. No bag is taken into the examination room.
4. Writing paper is to be distributed at the beginning of the examination and unused paper collected at the end.
5. Teachers on supervision will keep strict watch over examinees. No correcting or reading is to be done while on examination supervision. Correction may be done while whole room is doing private study.
6. If no clock is in the classroom, the time should be recorded on the blackboard at 10 minute intervals.
7. After handing out the examination papers, and starting the examination, the teacher on duty should record on the blackboard the following information: (example given)
 Examination Subject: Second Form History
 Number of candidates: 43
 Time commenced: 9.30 (Sally White's watch)
 Time to finish: 11.0
8. Papers when collected should have written on the wrappers provided:
 - a) the number of papers
 - b) the number of the room
 - c) supervisor's initials
 - d) absentees (on Bundle A only)
9. Papers together with any left over papers in the classrooms are to be taken by the supervisor to the Staff Common Room and handed to the Master or Mistress in charge (who will be waiting there to receive them). Language papers are to be taken to Miss Bennell in her office. Art and Music papers to Mrs Prendergast. Do not send papers over by a girl.
10. If any girl speaks during the examination, or is found cheating, she is to be taken to the Principal by the teacher concerned, together with her paper at the end of the examination session.
11. Rolls must be fully marked by the Roll Teacher in the Roll Call period and no class is to be left before the end of Roll Call. Girls leaving the Roll Call Room must be dismissed in an orderly manner and movement to examination room carefully checked. Masters and Mistresses will check movement in corridors to assist you.
12. No class is to be dismissed from the examination rooms before the dismissal hour. Teachers are asked to remain in the Classroom until all girls have left the room.

Arrangements for Recess and Lunch

1965

SCHOOL:

Prefects and Fifth Year students are to go with their classes.
 Prefects without classes are to assist in the Weathershed.
 No Fifth Year girl to remain in Annexe.

ROOMS FOR CLASSES

4th Year	Lab, 3, B1, B2	2A	B 10
3A	B3	2B	B 11
3B	B4	2C	B 8
3C	B5	2D	B 9
3D)	B7	2E	B 6
3E)			

overflow to B6)

2F and All First Year classes are to use the Weathershed.

1. Girls MUST remain in correct room -- ONLY MOVEMENT allowed is to and from the Weathershed.
2. No lunch rubbish is to be left in rooms or placed in classroom wastepaper bins.
3. Girls on Playground Duty will report to the appropriate teacher and carry out her orders for cleaning of corridors, arranging garbage tins etc.
Home Science Quad. Duty to teacher downstairs 'B' Block.
Admin. Quad. Duty to teacher upstairs 'B' Block.
 Tuckshop and Weathershed duty as usual.
4. Rooms will be inspected by Mistresses/Masters at 12.55 p.m.
 Unsatisfactory rooms will mean detention for classes concerned.
5. Classes move to afternoon rooms on WARNING BELL.

STAFF:

Playground Duty:

Teachers on Home Science Quadrangle:

Downstairs 'B' Block:

- | | |
|---------------------|---|
| <u>First Half:</u> | Arrange for garbage tins to be carried in from playground and placed at entrance to 'B' Block and midway along downstairs corridor. (Three downstairs). Also <u>ONE</u> at top of each staircase. (Two upstairs). |
| <u>Second Half:</u> | Arrange for removal of garbage tins at warning bell. |

Teachers on Admin. Quadrangle:

Duty upstairs 'B' Block:
 Tuckshop and Weathershed Duty as usual.

ROOM INSPECTION at 12.55 p.m. will be carried out as follows:-

<u>Mr. McFadden:</u>	B7, B8, B9.
<u>Mrs. Blyton:</u>	B10, B11.
<u>Miss Wilcox:</u>	B5, B6. (Check garbage tins have been removed.)
<u>Mrs. Prendergast:</u>	B3, B4.
<u>Mrs. Harrison:</u>	B1, B2.
<u>Mr. Argent:</u>	'A' Block: Check no one uses rooms.
<u>Mrs. Beckton:</u>	'C' Block: Check no one uses rooms.

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