

27 July 2017

YEAR 12 ~ 2017 ~ TERMS 3 & 4 TIMELINE OF EVENTS

The following information is included in this package for Year 12 - 2017 students and families

Event	Date and Time of Event	Date to Return Forms
Yr 12 Graduation Mass - rehearsal	Thursday 14 September 2017 - Period 5 & 6 (during LENR) bus to Schofield Break 2	Thursday, 17 August 2017
Yr 12 Graduation Mass St John Paul II/Terra Sancta Day Schofields Campus	Friday, 15 September 2017 ~ 9:00am (Students to be at Nirimba by ~ 8.00am)	Thursday, 17 August 2017 Booking Sheet - (yellow form)
Graduation Ceremony Farewell Function Nirimba Campus	Tuesday, 19 September 2017 7.00 – 9:30pm (including supper) (Students to be assembled in Performance Workshop by 6:30pm)	Thursday, 17 August 2017 Booking Sheet - (pink form)
Year 12 Formal Parkroyal Parramatta	Thursday, 21 September 2017 6:30pm – 10:30pm Governor's Ballroom, Parkroyal Parramatta	Thursday, 17 August 2017 Information/Payment Envelope Partner/Guest Permission Slip <i>(not included in this mail out; to be collected from Mr Cowan or Miss Cairns)</i>
Submission of Family Photograph (including your Year 12 son/daughter)		Thursday, 17 August 2017 Family Photograph Email to sbell@parra.catholic.edu.au or dropped into the Nirimba Administration Office
HSC Celebration Lunch	Monday 18 December 2017 12pm-1.30 pm Pizza lunch celebrating HSC results Schofields Campus	Friday, 15 December 2017 RSVP Miss Cairns 92087257 or Mr Cowan 92087243 or College Administration 92087200
High Achievers/Additional Contacts/Destination Survey	Thursday, 8 February 2017 9.00am ~ 10.30am at Schofields	Thursday, 17 August 2017 Permission Sheet (green form) Destination Survey (green form)



27 July 2017

Dear Parents/Caregivers and Students,

YEAR 12 ~ 2017 ~ INFORMATION FOR TERMS 3 AND 4

As we enter the final months of formal classes for our Year 12 students, we would like to take the opportunity to remind all families of a few important matters.

Last Impressions

With less than three months of formal lessons remaining it is critical that all students ensure that their attendance, effort, study and uniform are of the highest standard. A piano teacher is noted for always insisting that the final notes of music must be practised over and over again. Her argument is that people may forget if you make a mistake at the beginning or half-way through, but your finish is what they will remember. Great wisdom! Ensure that everything in the final months reflects your very best efforts. This is how you will be remembered.

Attendance at School

The remaining months of school are most important. Teachers in all subjects have planned their programs to assist students in their preparations for the HSC. In some cases they will be covering new material that builds on the work already covered and at other times they will be providing structured revision activities.

It is most important that students attend school every day until Tuesday 19 September. They need to be present in their classes each day and then studying seriously each night for at least 3 hours. Throughout Term 2 some students were absent or late to school. We ask for the support of parents/caregivers in ensuring that their son/daughter meets the College's attendance expectations during these final important months. If your son/daughter is absent you are asked to contact the College to explain the reasons for his/her absence. It would be most disappointing if presently good attendance records were marred by absences or poor punctuality during the upcoming weeks.

Learning Enrichment for Year 12 students will continue during Term 3 with individual subject tutorials being held. Attendance at a minimum of six tutorials is compulsory, unless the student is involved in representative sport.

On Monday 18 September, teachers will be available to help students with their examination preparation. Further details will be shared with your son/daughter closer to this date. Students will have their normal timetabled lessons on this day.

Uniform

Students are required to wear full and correct uniform for the remainder of their time at St John Paul II Catholic College. Included in this statement is the requirement to adhere to jewellery and grooming requirements as set out in the student planner. Students are reminded that the Year 12 College Jersey can only be worn to school on a Friday.

Return of Books

Students obviously need access to library books and other school books during their examinations. We would ask that these be returned immediately after the relevant examination has been completed.

Winter and Summer Second Hand Uniform Sale

Some families may wish to avail themselves of a service provided by the Uniform Shop to assist them in the sale of second hand uniforms. Blazers and the woollen longer length winter skirt should be dry-cleaned with the plastic wrapper still in place and clearly marked with name, address and telephone number of the owner. They should be left at the Office by Wednesday 18 October. The summer uniform can be left at the office at the end of the HSC examinations. When items are sold, a cheque will be forwarded to your current address. This may occur this year or in coming years. (If there is any money owed to the school, the money from such a sale will be applied to this debt.)

School Fees

As stated in previous correspondence all accounts should be finalised by Friday 10 August. Accounts, which are not finalised will result in students not being able to attend the non-compulsory formal and other planned non-compulsory departure activities. ***If you are experiencing any financial hardships, please contact the College Business Manager, Andrew Noney, as soon as possible to discuss the matter to avoid any upset for your son/daughter.***

Major Works

NESA requires all Major Works and HSC Practical Examinations to be completed during Term 3. Major work submissions and oral presentations commence Monday 31 July and conclude Saturday 16 September. Students are to see their subject specific teacher for exact details regarding when Major projects or Practical assessments are due.

Year 12 Reports

A statement outlining HSC Trial Examination Mark, Rank, and Cumulative Assessment Rank will be issued to students from Tuesday 5 September to Wednesday 6 September. The official copy of the Semester 2 Report will be presented at the Graduation Ceremony on Tuesday 19 September.

HSC Examinations

Some of our students will soon complete the practical components of their examination. The written examinations commence on Monday 16 October and conclude on Friday 3 November. Each student can access a copy of the timetable from studentonline.bos.nsw.edu.au, using their Student Number and HSC PIN, which they have been allocated from the NESA. It is absolutely essential that students arrive in sufficient time for the examinations. For the first examination all students must be at the College Hall by 8:50am. Students must wear full summer school uniform.

The NESA regulations specify that mobile phones and smart watches cannot be taken into the examination room. For security reasons students should therefore not bring mobile phones to school. The College cannot accept responsibility for mobile phones.

HSC Illness/Misadventure Appeals

This process is designed to assist students who are prevented from attending an examination due to illness or misadventure or who consider that their performance has been affected by illness or misadventure immediately before or during an examination.

If either of these situations applies to any student at any time during the HSC examination, they will need to complete an Examination Illness/Misadventure Appeal form, which is obtainable from the Presiding Officer.

This does not cover situations where students arrive late to the examination due to foreseeable situations such as traffic delays. No extra time is allowed in such circumstances. The latest date for submission of Illness/Misadventure applications is at the end of the HSC examinations and no later than Friday 3 November.

HSC Assessment Rank

NESA will release HSC Assessment Ranks after the last HSC written examination via studentonline.bos.nsw.edu.au. Students access their rank using the individual student login.

Review of HSC Assessment Rank

Every student has the option of seeking a review of his/her assessment rank, if their position in the school's order of merit differs significantly from the expectations they have from feedback on their performance throughout the course.

The grounds for any review are very clearly laid out in the HSC Regulations. There are only three such grounds:

- i) that the weightings used by the school in its Assessment Program do not conform to the NESA requirements as detailed in the subject guidelines;
- ii) that the school's assessment procedures did not conform to the Assessment Program issued to students;
- iii) that there has been a computational error in determining the Assessment Mark.

A review cannot be sought for any other reason. Marks awarded in individual Assessment Tasks are not subject to review.

Should any student seek a review, she/he must inform Mr Fanning verbally after accessing their rank(s) through the students online portal. The student will be then asked to confirm their request in writing and include the grounds for the review (see above). As any review process has to be completed by Wednesday 15 November, the school must have any such requests by 12 noon on Tuesday 14 November.

Should any such request eventuate, we will explain to students concerned the procedures to be followed. We believe that our students are fully aware of all assessment requirements and that they have had thorough feedback on performances on each individual Assessment Task. Students have also received their progress accumulative rank after each formal assessment.

School References

The process of producing official school references for our Year 12 students is already underway. References can be collected from the school after the HSC Examinations, that is on Monday 6 November, provided that all leaving requirements have been met.

HSC Results

This year the official results will be available from NESA by telephone, SMS and [studentsonline](#) from Thursday 14 December.

2017 Group Photographs

The group photograph was taken on Thursday 15 June. The students paid for the photographs on the day and will receive this photograph later in Term 3.

Graduation Mass Rehearsal – Thursday 14 September

Year 12 will have periods 1 to 4 as normal. They will be transported by bus to Schofields during Break 2 and bussed back to Nirimba by 1.50pm.

Graduation Mass ~ Friday 15 September

The Year 12 Graduation Mass is combined with our St John Paul II/Terra Sancta Day celebrations, however, the Mass will be dedicated to the Year 12 students. This Mass will commence at 9.00am in the Schofields grounds of the College. Students need to arrive at Nirimba by 8:00am and will be shuttled by bus to the Schofields Campus and will return to the Nirimba Campus in time for their normal school buses. Students are not allowed to travel to the Schofields Campus by car. Your sons/daughters will be wearing their full winter school uniform (including ties and blazers) as a sign of respect to their family and their school. The length of the girl's uniform needs to be knee length or below the knee.

Parents/caregivers and close relatives will be able to attend this Mass. However, seats will need to be **pre-booked** as the entire College will be present and, therefore, space will be limited.

A booking sheet for seats at the Mass is attached to this letter with instructions and due dates. (This is the Yellow Sheet). Alternatively you can complete the form on line at the following link; <https://goo.gl/forms/rWQxstQBCK2iyeRG2>

Reflection Day and BBQ – Monday 18 September

Year 12 will have a Reflection Day with Chris Doyle followed by a BBQ. They will be dismissed by 12.30pm. Students may wear PE uniform on this day.

Graduation Ceremony Rehearsal ~ Tuesday 19 September

Graduation Ceremony rehearsal will be take place Tuesday 19 September. Students are required to attend the Nirimba Campus at 8.00am on this day. They may wear their sports uniform, including their Year 12 College Jersey, to ensure their winter uniform is prepared for the Graduation Ceremony in the evening. The rehearsal completion time will be between 10.30am – 11.15am. Students are able to leave at the conclusion of the rehearsal.

Tickets for the Graduation Ceremony and Formal will be distributed to students at the end of this rehearsal.

The Graduation Ceremony and Farewell Function ~ Tuesday 19 September

This event will commence at 7.00pm in the Nirimba Campus hall. Year 12 Students will need to be at the Nirimba Campus and assembled in the Performance Workshop by **6.30pm**.

The Graduation Ceremony will include:

- an opening liturgy;
- the presentation of all students to the audience;
- the awarding of prizes for first in course;
- the presentation of the major award winners.
- addresses from the Leader of Learning Stage Six, Student Leaders, Guest Speaker and the Principal;
- a video/slide show presentation focusing on our Year 12 students may also be presented.
- a special blessing of all students.

This part of the evening is expected to conclude by **9.00pm** at the latest.

Following the graduation ceremony, the College will host a catered supper in the Gymnasium. Finger food and drinks will be served. This will be a relaxed yet formal occasion to congratulate the Year 12, 2017 students and to celebrate with other families the conclusion of 13 years of schooling.

Once again, due to space and catering constraints, the Graduation Ceremony and Farewell Function is a **pre-booked seated event only for immediate family of the Year 12 student/s**.

Students are to wear their full winter school uniform (including ties and blazers) at the Graduation Ceremony and Farewell Function as a sign of respect to their family and their school. Students will not be permitted on stage if they fail to comply with the uniform and grooming requirements. As such parents/caregivers and immediate family attending are asked to dress in a formal manner that returns the respect shown by the students. Gentlemen are asked to wear a coat and tie, if possible, with ladies wearing smart attire as would be appropriate for such a special occasion.

Entry to both the Graduation Ceremony and Farewell Function will be by ticket only. The tickets will be issued based on the College's ability to meet the requests made via the booking forms. Please note the dates these booking sheets **MUST** be returned to ensure you do not miss this special occasion.

After numbers have been calculated, we will determine if and how many additional seats can be made available to families who wish to bring members of their extended family. Once all the tickets have been allocated we will be unable to take late or forgotten requests for seats.

As always, if you have special circumstances that we need to consider, such as a separated family where the step-parents and the natural parents both wish to attend the ceremonies, please contact us. We will endeavour to find a satisfactory outcome for all concerned. In the first instance, please contact the Year 12 Student Learning Liaison, Mr Iain Cowan.

We look forward to sharing this special occasion with you, the parents/caregivers and families of our graduating class of 2017.

Graduation Ceremony and Farewell Function booking sheet is attached with details and dates (Pink Sheet). Alternatively you can complete the form on line at the following link; <https://goo.gl/forms/dRFriFda1Of5di1G3>. Tickets will be distributed to the students after the Graduation Ceremony Rehearsal on Tuesday 19 September.

Family Photographs for Graduation Ceremony

Part of the graduation ceremony involves acknowledging your contribution to your child's education. To assist us in doing this we are asking parents/caregivers to send us either a digital photo in jpeg format or a normal 'print' photo of 'your family' including your Year 12 son/daughter.

If you can do this it would be great! Digital photos can be sent to the following email address: sbell@parra.catholic.edu.au. Print photos can be dropped in at the Nirimba office (we cannot return photos). Our closing date for photos is Thursday 17 August 2017.

Year 12 Formal ~ Thursday 21 September

Parkroyal Parramatta, 30 Phillip Street Parramatta ~ 6.30pm to 10.30pm

Plans for this special event are progressing well and we would like to provide you with details of the event:

Governor's Ballroom at Parkroyal Parramatta is a stunning venue that will provide a fitting farewell for the Year 12 students from St John Paul II Catholic College.

The cost of \$125 per head includes a three course alternate menu, unlimited soft drinks, disc jockey, table decorations, security guards, room hire and setup. A photographer has been organized and will be in attendance on the night to take individual, table and group photographs. We will inform the students how to order and pay for photographs closer to the event. Parents/Caregivers will be at a cost of \$70.00 to attend the formal.

- This is a NON-ALCOHOL event. No alcohol will be served during the night, nor is any person in attendance permitted to bring alcohol to the venue. Should this occur we would have no alternative but to require the offender to leave. Similarly, any person arriving at the venue intoxicated will not be permitted to remain at the function.
- Smoking is not permitted in the function centre or on the grounds.
- For the safety of students and their guests we have engaged security guards for the evening. Students and their guests will be required to remain in the premises once they have arrived and will not be permitted to roam the grounds of the function centre. The Local Area Police Command has also been notified of the event and will patrol the area to ensure the safety of your son/daughter.
- Please stress to your son/daughter that normal school rules regarding courtesy and behaviour apply.
- The College does not support "after parties" and would like to remind students of their responsibilities to their family and friends in terms of safety and behaviour. Parents/Caregivers are advised that when such events do occur they are in no way connected to the College and/or the staff of the College. The College will not accept any responsibility related to such events.

Outside Guests: The College welcomes parents/caregivers to attend the formal with their sons/daughters and an invitation has been extended to the staff of the College. Students are permitted to apply to bring a guest from outside the College, if one or more of their parents/caregivers will be attending the formal. They will need to complete a "Partner Permission Slip", available from Mr Cowan or Miss Cairns. Please note that permission to bring a guest from outside the College needs the approval of parents/caregivers and the Co-operating Principals, who reserve the right not to extend an invitation to prospective outside guests. If a student brings an outside guest, one of the student's parents/caregivers must attend and remain for the duration of the evening. Due to limited numbers that can attend on the evening, it may occur that tickets will be allocated on the following basis:
- students, parents/caregivers and college staff and outside guests. Since the formal is a Year 12 event, no other students from **St John Paul II Catholic College** are allowed to attend as partners.

As the Year 12 Formal is traditionally seen as an end of school celebration, it is required that all outstanding matters, particularly school fees and school equipment (library books etc.) are attended to before the date of the formal. Failure to attend to these outstanding matters will affect your child's attendance at the formal. ***If you are experiencing any financial hardships, please contact the College's Business Manager, Andrew Noney, as soon as possible to discuss the matter to avoid any upset for your son/daughter.***

The formal is an approved school function and is a non-compulsory event that is a privilege. The College reserves the right to exclude any students from attending if they decide to misbehave or not comply with the College's rules in the lead up to the formal. Such a decision will not be made lightly, and is irreversible.

In order to continue with the planning, it would be appreciated if you could complete the attached "Information and Agreement Details / Payment Envelope" and return it to Mr Cowan by Thursday 17 August 2017.

Payment for this event needs to be completed by Thursday 17 August 2017 and can be made to the office via cash, cheque or EFTPOS. However, parents/caregivers should not pay for this event if school fees are outstanding and no arrangements have been made with the Business Manager. Formal tickets will be distributed to the students after the Graduation Ceremony Rehearsal on Tuesday 19 September.

If you require any further information regarding the formal, please do not hesitate to contact Mr Cowan or Miss Cairns.

2017 HSC Celebration Lunch

All Year 12 students are invited to attend the HSC celebration pizza lunch which will be held on Monday 18 December 2017 from 12pm-1.30 pm at the Schofields Campus. Please RSVP to this invitation to Miss Cairns 92087257 or Mr Cowan 92087243 or College Administration 92087200 by Friday 15 December 2017. This is an opportunity for all of the students to meet again as a group to conclude their final year at the college.

2017 HSC High Achievers College Assembly

We seek your assistance in continuing to further develop the St John Paul II Catholic College spirit and tradition.

As the Year 12 students are about to complete their studies we wish to prepare for the 2017 HSC High Achievers' College Assembly which will be held on Thursday, 8 February 2018 in the Schofields Campus Gathering Area commencing at 9am. An invitation will be sent to the students and their parents/caregivers once the HSC results are known on 14 December this year. This whole College assembly will recognise the achievements of the students who receive Bands 5 and 6 or E3 or E4 in Extension subjects in the 2017 Higher School Certificate.

In addition the assembly provides the opportunity for the current students to be inspired to achieve excellent results. Returning students always enjoy their visit and the time to mingle with their peer group and teachers who they were able to thank and reminisce with about their years spent here at St John Paul II / Terra Sancta Catholic College and more especially, those months of support given prior to the HSC.

In anticipation of the student's high achievement, we seek your permission to obtain details for your son/daughter to be contacted on 14 December. We also wish to use our student file photographs as part of our advertising. This additional information to our already known details will also assist us during the HSC examinations if there is contact needed for your son/daughter. (This is the green form) Alternatively you can complete the form on line at the following link; <https://goo.gl/forms/bpRZ8E8gEQKy2sfg1>

2017 HSC Destination Survey

The completion of this survey will assist the students to be given information about their career paths. The survey information will be used by Mr Evans, College Careers Advisor during his interviews with the Year 12 students during Terms 3 and 4.

Please complete the attached forms and return them to the College office by Thursday, 17 August 2017. If you require any further information contact Mr Cowan or Miss Cairns at the College.

Australian Christian School, Marsden Park

To assist our community members we will be hosting their 11 Year 12 students to complete their HSC examinations at our Nirimba Campus this year.

Yours sincerely,



Jim Fanning
Principal

BOOKING SHEET

Year 12 Graduation Mass and St John Paul II/Terra Sancta Day ~ Friday 15 September 2017 9.00am ~ Schofields Campus

Please fill in the table below and RETURN TO THE Nirimba OFFICE BY Thursday 17 August 2017

Name of student: _____

Homeroom: _____

Name of Guest (Adults) (An adult guest is any person over the age of 12)	Relationship to the student
	Total Number of guests attending: _____

Please Note:

We will be able to accommodate 4 adult guests per student on this day as our entire school is gathered along with the Year 5 & 6 students from Mary Immaculate, St John's, Our Lady of the Angels and St Joseph's to celebrate the Graduation Mass.

2017 HSC High Achievers Additional Information

Please complete and RETURN TO THE NIRIMBA OFFICE BY Thursday 17 August 2017

Student's Name: _____ Homeroom: _____

To recognise High Achievers in the 2017 HSC the College will need to contact your son/daughter to gain this information. We therefore seek your permission to obtain the following:

- The student's mobile phone number or best contact number _____
- The student's and or family email address _____
- Permission for St John Paul II Catholic College to use the student ID photo for marketing and advertising purposes Yes No
- Permission to use the ATAR results Yes No
- Permission to advise of the continued study/employment path of your child for marketing and advertising purposes Yes No

Year 12 ~ 2018 DESTINATION SURVEY

Please complete and RETURN TO THE NIRIMBA OFFICE BY Thursday 17 August 2017

Please tick the most appropriate response.

1. What do you hope to be doing next year?	<input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Private Provider <input type="checkbox"/> Gap Year <input type="checkbox"/> Apprenticeship / Traineeship <input type="checkbox"/> Employment / Working
2. Are you continuing your study next year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Which University do you hope to attend?	
4. What course/s do you want to study at University?	
5. If you intend going to TAFE which course/s do you hope to study?	
6. Are you seeking full time employment next year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes tick area of full time employment:	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Traineeship <input type="checkbox"/> Other
7. Are you happy for the college to contact you in 2017 / 2017?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Many thanks and good luck in the HSC and the future

Mr Evans, Careers Advisor and Miss Aquilina, Communications & Marketing Officer

Student's Signature: _____

Parent/Caregiver's Signature: _____