



Cheltenham Girls' High School

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22nd May, 2023

Dear Parents and Students,

Program for Year 9 2024 Subject Selection

The following timeline and information explain the procedures we have established to assist choosing elective subjects for study in Years 9 and 10. I encourage you to use every opportunity we offer to seek information and guidance before final decisions are made.

1. **Term 2 Week 6, Period 3 Tuesday 30th May – MPC**
Subject information booklet issued and access to “2023 Year 8 CGHS Subject Selection” TEAM.
2. **Term 2 Week 6 onwards – during class time**
During class time, each faculty will take time to discuss their relevant electives.
3. **Term 2 Week 6 Wednesday 31st May, 3:00pm – 6:00pm – online**
Parent/Teacher Interviews
4. **Term 2 Week 9, Tuesday, 20th June, 6.00pm – 7.00pm – online via TEAMS**
A parent/student information seminar will be held online via a TEAMS meeting. Time will be set aside for questions at the end of the presentation. We encourage parents and their daughters to watch together. This will be a live video meeting through the General Tab in your daughters’ “2023 Year 8 Subject Selection” TEAM.

Your daughter will need to download the Microsoft TEAMS application onto their device (if they don’t already have it). Please refer to the link below:

<https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app>

An invite will be sent to your daughter’s DET email to join the “2023 Year 8 CGHS Subject Selection” TEAM before the end of week 6. Your daughter must use her DET email to enter this TEAM.

If she does not receive the invite, she can join using the instructions on the next page.

Truth - Unity - Concord

How do you use a code to join a TEAM

- a) Click Teams. On the left side of the app, then click Join or create a team at the bottom of your teams list.
- b) Go to Join a team with a code (the second tile), paste the code in the Enter code box, and click Join.

Team Code: 67owvwe

How to join the Microsoft TEAM meeting and protocol

- a) You must enter TEAMS via your daughter's account to attend.
- b) Click on the "2023 Year 8 CGHS subject selection" TEAM
- c) Under the GENERAL tab a meeting will start at 6pm, click on "Join".
- d) Please join the meeting with your microphone and video turned OFF.
- e) To ask a question, type the question in the chat section during the meeting (Please do not turn your microphone on)
- f) If we do not answer the question during the session, we will post a response the next day.

PLEASE NOTE: This seminar will be recorded and posted on the CGHS website under the subject selection section. Subject Selection booklets will be posted in this same location.

5. **Day after parent/student information seminar**

Distribution of password for subject selection software via student's DET emails.

6. **Term 3 Week 2, Monday 24th of July**

Subject selections due online.

6. **During Term 3**

Courses and class line structure for Year 9 2024 determined. Students will be notified once line structure has been finalised and a confirmation email of their subjects will be sent.

Please be aware that extensions of time for students to delay committing to a subject choice are NOT possible. Hence the importance of accessing support and information in a timely fashion. Please refer to our website for a translated version of this letter in Cantonese and Mandarin.

Yours sincerely,



Mrs Suellen Lawrence
Principal