

HUNTINGTOWER

Early Learning to Year 12 Co-Educational School



Huntingtower

Junior School
Parent Handbook

History of Huntingtower

Huntingtower commenced as a co-educational boarding school in Huntingtower Road, Malvern in February, 1927.

"Huntingtower" was the name of the original homestead erected in 1858 amongst rolling plains in the area now known as Armadale and Malvern. Later, the street in front of the house was called Huntingtower Road and the original homestead was purchased for the school in 1927. It is presumed that the homestead was itself named after Huntingtower Castle in Scotland.

At the end of that first year, there were fifty students (including twelve boarders) from kindergarten to Year 11. There were four permanent teachers and eight visiting teachers.

During the next two decades, the school expanded to a point where it was seen as necessary to sell the Huntingtower Road property and move to its present site in Mount Waverley. The present campus was opened in 1954.

School Crest

The school crest includes an open book - symbolising the availability of all knowledge to the seeker - and the letters "HT" interwoven. The motto "Nosce te Ipsum" is a Latin translation of the expectation made of each Huntingtower student: "Know thy true self".

School Leadership

Mrs Shan Christensen - Principal

Ms Melanie Beal - Vice Principal - Secondary

Mrs Susan Swan - Vice Principal - Teaching & Learning

Ms Carly Major Gough - Head of Junior School

Mr Dean Owens - Head of Wellbeing & Learning Enrichment

Mrs Tania Parkyn - Director of Business Operations

Huntingtower School

77 Waimarie Drive, Mount Waverley, 3149
Victoria, Australia

Telephone: +61 3 9807 8888

Email: admin@huntingtower.vic.edu.au

Web: www.huntingtower.vic.edu.au

Business Details

ABN 23 004 231 654 Registered School
No. 1267 CRICOS Provider No. 00145E



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Introduction

Welcome

Welcome to Huntingtower Junior School. Life at school is rich in new experiences, new friendships and new challenges for each member of the Huntingtower family.

This handbook provides a useful source of information on many aspects of school life. It is designed to provide you with details about daily routines, general operations, requirements for your children, and opportunities offered in the Junior School. You are asked to read it carefully and refer to it as needed during the year. If you have any queries that are not covered within the pages of this booklet, please let us know so that we may consider including that information in future editions.

This handbook should be read in conjunction with The Huntingtower Bulletin and Junior School News (on HT Connect) as they provide current, ongoing information about specific school events during the year plus occasional updates to the material within the Parent Handbook.

I welcome you all to the new school year and invite you to take every opportunity to play a role in Huntingtower Junior School events.

To all parents new to the school I extend a special welcome, trusting that your children's time at Huntingtower will be stimulating, challenging, happy and productive.

Ms Carly Major Gough
Head of Junior School

Christian Science

Huntingtower was established by a group of Christian Scientists in 1927. Christian Science is a recognised, worldwide Christian religion, established over 100 years ago and based on the words and works of Christ Jesus. It draws its authority from the Bible. No doctrinal instruction in religion is given at Huntingtower. The school is financially and administratively independent of the Christian Science Church.

Huntingtower students come from many religious backgrounds. All faiths are welcomed and embraced within the Huntingtower community. This provides an opportunity for mutual respect of the beliefs of others.

Junior School Leaders

Principal

Mrs Shan Christensen

Head of Junior School

Ms Carly Major Gough

Deputy Head of Junior School

Ms Sarah Fry (Cummins)

Website

The [School website](#) features school information, news, photos and videos.

Facebook & Instagram

Follow Huntingtower on [Facebook](#) and [Instagram](#) to stay up to date with the latest news and events.



Contact Details

Reception

Telephone: +61 3 9807 8888

Email: admin@huntingtower.vic.edu.au

Web: www.huntingtower.vic.edu.au

Address: 77 Waimarie Drive, Mount Waverley
Victoria, 3149

Junior School

If you have any suggestions or concerns or would like to make an appointment to see the Head of Junior School, email: juniorschool@huntingtower.vic.edu.au

After School Care (ASC)

If you need to contact After School Care, email: asc@huntingtower.vic.edu.au

Privacy Policy

In the course of Huntingtower's activities personal information is managed and protected in accordance with the Privacy Act 1988 (Cth) and the 13 Australian Privacy Principles (APPs), as well as the requirements of the Health Records Act (Vic) (the Health Privacy Principles).

Term Dates

Term and key dates are published on [HT Connect](#).

Calendar

The School Calendar is available on HT Connect. It provides details on key events such as Parent Teacher Interviews, House Carnivals, Music Concerts and term holidays. Parents are advised to consult this page when planning family holidays and managing external commitments.

New Parent Evening

A Welcome Evening for new parents to Huntingtower and to the Senior School is held at the beginning of each school year. Information is sent out closer to the date.

Celebration Evening

Celebration Evening is a celebration of the wonderful achievements of our students and staff throughout the year. Celebration Evening is held in the second last week of Term 4 and is a compulsory event.



Guidelines for Junior School Parents

- **Enjoy the adventure.** Your child is just about to embark on a new adventure in their life – exciting times lie ahead.
 - **Every student wears a uniform** purchased from the HT Uniform Shop making sure everything fits. I know it is tempting to buy a uniform with lots of room to grow and hope it will last your child's entire Junior School journey. Every child will look neat and be comfortable on their first day if they are wearing a uniform that fits correctly.
 - **When you're at school, introduce yourself to other parents.** It is a fantastic opportunity to meet other members of your school community.
 - **Attend "Meet the Teacher" and "New Parent Evenings".** This is a great way to meet your child's classroom teacher and also mingle with other new parents.
 - **The first day of school.** Encourage your child to pay attention, introduce themselves to other children in their class and have a wonderful day.
 - **Inquiring about your child's day.** Help encourage a growth mindset by framing your question positively e.g. What did you enjoy most today? What was the most interesting thing you learnt about etc.?
 - **Encourage your child to stay on top of their homework requirements.** If you set a homework routine right from the very beginning your child will know what is expected of them.
 - **Try to find a reasonable balance between your child's social and academic life.** Be mindful that extra-curricular activities do not overtake your child's school commitments. Allow enough time for your child to organise their own time and relax.
 - **Responsibilities and chores.** Encourage your child to change out of their uniform and hang it up or put it in the wash. Small age-appropriate chores such as taking out the rubbish or emptying the dishwasher are all a part of growing up.
 - **Regular bedtime.** A regular bedtime and evening routine will help to keep your child relaxed and create harmony in the household.
 - **Do not over-step your role.** Please do not approach a child who is not yours when you have an issue that occurred at school. Please speak to the classroom teacher.
- We strongly discourage parents ringing other parents over incidents that happen at school.** Please deal with such issues via the school as in most instances your children will be friends again the following day. Do not let a playground disagreement become an ongoing issue amongst families. We are a small school and kindness is always encouraged.
- **Screen time.** We discourage students having screens (T.V. computers, iPads, phones) in their bedrooms as it encourages inappropriate amounts of viewing and creates impacts on sleep cycles.



- **Dinner discussion.** We encourage families to eat together and chat about the day's events in the community and the world at large. This is a perfect time to discuss your child's school day.
- **Friendship.** Your child may jump from one friend to another in Junior School; this is very normal, best friends make up and break up often. As a parent do not take it to heart or as a personal reflection on your child. Remember every story has two sides.

Mobile Phones

Mobile phones brought to school are not to be used during schooltime. Infraction of these rules may mean the phone is confiscated and, if a repeated situation, a parent or guardian will have to arrange for its collection from the classroom teacher.

It is the student's responsibility to ensure that any personal electronic devices brought to school are **handed to the classroom teacher at the beginning of the day**. Smart watches must be set to 'flight mode' and not used for communication during the school day or during any school activity.



Routines

Absences

General

Parents must inform the school of all absences. This may be in the form of a telephone call, SMS, via HT Connect or email absences@huntingtower.vic.edu.au in the first instance. If a call is not received by 9.30am an automated SMS will be sent notifying you of your child/ren's absence from class. If there is a prolonged absence, please email the class teacher informing him/her of the situation.

Extended Student Leave

Student leave of absence during term time for non-medical reasons is not encouraged as it disrupts the student's progress. Parents need to inform the Junior School Head and the class teacher in advance, in writing, if it is necessary for a student to have time away during term time.

Late Arrival / Early Departure

The following process would be followed:

- * Any student arriving after 8:25am should be signed in at Reception and then walked to their classroom by a parent. Students are encouraged to arrive by 8:20am in order to prepare for the school day. There is no supervision of students until 8:15am.

Students leaving before the end of the school day must be collected from their classroom or Reception. A parent or guardian must sign them out using their Student ID number at Reception. If they return after an appointment they must also be signed back in by the parent or guardian. **Any parent on campus prior to 3pm must sign in at Reception.**

Uncollected Students

Foundation students are escorted to HT Aftercare shortly after 3:10pm in Term 1 if not collected promptly from their rooms.

All children in Years 1-6 (Foundation from Term 2 onwards) wait with the duty teacher then proceed to HT Aftercare at 3:30pm, if not collected. Charges apply for HT Aftercare.



After School Care (ASC / HT Aftercare)

The HT Aftercare Program runs from 3:10pm – 6:00pm on Monday to Thursday on school days for children from **Foundation to Year 6**. It is available for parents who need occasional, regular or emergency care for their children with the cost of the sessions being invoiced.

Sessions operate in the Junior School Assembly/Music room. Afternoon tea is provided. Foundation students enrolled in After School Care are escorted to HT Aftercare in Semester 1. Foundation students not collected promptly by an adult at the conclusion of the school day join those who have been booked into the facility – this will incur extra costs if repeated and may result in your child being excluded from the service.

Staff on car park duty escort uncollected children to HT Aftercare at 3:30pm.

All Parents/Guardians must complete the enrolment form for After School Care prior to their child attending. This must be completed every calendar year.

ASC Handbook, Enrolment Form and ASC Extra-Curricular Activities Attendance Form can be found on the HT Connect Parent Dashboard.

After School Care bookings can be made by emailing: asc@huntingtower.vic.edu.au

Assemblies

Assemblies take place most mornings at 8.30am sharp. Each Assembly includes a hymn from the Christian Science Hymnal, a few moments of silent reflection and the repetition of The Lord's Prayer from the book of Matthew in the King James' version of the Bible. In addition, there are readings from the Bible, Science and Health with Key to the Scriptures or other similar inspirational literature.

Each class in Years 2-6 takes turns in planning and presenting Assemblies, focused on virtues and values. Messages, awards, special acknowledgements, lost property and other housekeeping matters are attended

Attendance at School Functions

There are certain compulsory commitments each year that fall out of normal school hours. These include Celebration Evening, Ball Games Carnival, Junior School Musicals and Concerts.

There are also other events that students attend depending on their chosen commitments. These may include activities such as Open Days, musical soirees, Art Club and Tournament of Minds sessions.

If a student and their parent commit a student to an activity it is expected that the commitment will be honoured throughout the timeline for that particular event. An activity should never be abandoned mid-term and never without consultation with the supervising teacher.



Daily Routine / Timetable

There is no supervision of students until 8.15am and so we request that parents do not drop students off before this time as a matter of personal safety and security. The only exception to this is for sporting practices that may be set for students by the Head of Sport.

Time	Description
7.30am	Pre-organised sporting events
8.15 am	Students may proceed to their classroom as they arrive and prepare for the day
8.30 am	Period 1 - School begins (Assembly Mon-Thur)
9.10 am	Period 2
9.50 am	Period 3
10.30 am	Recess
11.00 am	Period 4
11.40 am	Period 5
12.20 pm	Lunch
1.10 pm	Period 6
1.50 pm	Period 7
2.30 pm	Period 8
3.10 pm	End of Day
3.10 pm	End of day – uncollected Foundation students escorted to After School Care - Term 1.
	Pre-organised sporting events
3.30 pm	End of car park duty – uncollected Years 1-6 students escorted to After School Care
6.00 pm	After School Care concludes (Mon-Thur)

Homework

The aims of homework include:

- To promote the development of time management and independent work skills
- To foster and develop self discipline and personal responsibility for an individual's learning
- To provide revision and consolidation of work undertaken at school
- To provide opportunities for students to learn about and use out of school resources
- To promote the importance of shared learning and enrichment experiences between parents and children

Homework is set each week. Reading is encouraged at least 5 times a week and could also take the form of family reading sessions during the weekends and school holidays. Homework may not necessarily be written tasks, but tasks requiring discussion, games or collecting or viewing different resources.

The following guidelines are set for homework in the Junior School. Due to individual differences in rate of work, these times are approximate.



Homework Guidelines

Year Level	Reading (Every Night)	Other Examples (all times are per night Monday – Thursday)
Foundation	10-15 minutes reading with parent or another adult	Semester 1 – Reading 10-15 minutes each night. Semester 2 – Reading Eggs, Mathletics, Shared Reading and Site Words
Year 1	10-15 minutes reading with parent or another adult	10-15 minutes of spelling per week. A minimum of two 15 minute sessions of Mathletics per week. Occasional writing activities or completion of unfinished tasks. Occasional project-based research which may require 15 minutes per day across a few weeks and will often replace spelling and/or Mathletics.
Year 2	15 minutes reading with parent or another adult	10-15 minutes of literacy and numeracy based activities 3 times per week. A minimum of two 15 minute sessions of Mathletics per week. Guided project work introduced. Occasional Reading Eggs literacy activities.
Year 3	20 minutes reading with adult or independently (when appropriate)	10-15 minutes of activities related to literacy and numeracy work being done in class. Weekly spelling. A minimum of three 20 minute sessions of Mathletics per week. 5 minutes of Recorder practice four times a week.
Year 4	Minimum 20 minutes reading each night (often independently)	15-20 minutes each night on literacy and/or numeracy based work. A minimum of three 20 minute sessions of Mathletics per week. Occasional completion of unfinished class work. 10 minutes of Recorder practice four – five times a week.
Year 5	Minimum of 20 minutes independent reading	20-30 minutes nightly. Weekly and longer term tasks are introduced. A minimum of three 20 minute sessions of Mathletics per week. An extended research assignment may be set each term.
Year 6	Minimum of 30 minutes independent reading	30 minutes nightly. A minimum of two 20 minute sessions of Mathletics per week. Longer term assignments are set on occasion.

Students should also be expected to organise their school bag and sports bag with the requirements of the next day. This helps them to be independent and organised. Electronic devices to be put away one hour before bed.



Travel

Foundation students during Term 1 must be delivered to their classroom door and collected from the classroom. From Term 2 onwards Foundation students may be collected from the Junior School Drop-Off Zone at the end of the day, where they will wait with the teacher on duty.

Students from Year 4 may walk to and from school or use public transport at their parents' discretion.

Students may ride a bike to school unaccompanied only after successful completion of the Year 4 Bike Ed program and only then at their parents' discretion.

Please advise the school in writing if your child will be collected by a person other than a parent, will be using public transport, or will be walking or riding to or from school. We urge you to keep this information current.

Valuables

Students are requested not to bring any valuables to school. They are expected to hand any necessary valuable items (these must be named), including mobile phones, iPods & iPads, to staff for safekeeping during the day.

Distribution of Invitations

Children's party invitations should not be distributed at school unless the invitation is extended to the whole class as it causes those not invited to feel excluded. Parents are encouraged to post invitations to the children's homes.

Student Book Lists & Stationery

Junior School text books and stationery are included in the school fees.



Communications

Consent2Go

Consent2Go is the digital system used at Huntingtower to communicate information about:

- Incursions and excursions, and
- Student's health, wellbeing and medical information.

Parents enter information via the Parent Portal about their family and student details, as well as provide consent for excursions, emergency medical treatment, health and medication support, and other things. No paper based forms are required. An invitation is initiated by Huntingtower staff and sent to parents to alert you to new information requiring a response. Parents can also request a link from within Consent2Go to be able to enter updated family details and student medical and health information.

Huntingtower staff use the Consent2Go system to plan and manage excursions to meet all compliance and safety standards before requesting consent for students to participate. Having accurate information about your student enables full participation in the school's programs, while remaining abreast of all safety and security requirements, and enables optimum health and wellbeing care of all students.

Bulletins & Notices

The Huntingtower Bulletin is available every three weeks and informs parents of what is happening across the entire school.

The Junior School News is published online every three weeks on HT Connect and gives information and accolades specifically in relation to the Junior School.

School notices are also published on HT Connect, on the Year level Community pages.

HT Connect

HT Connect is our learning management and communication system, where teachers share resources, set tasks and assessments for students, provide comments, feedback and marks on student work, etc.

HT Connect provides important reminders, School news and updates. Parents may review class resources, monitor tasks, due dates, assessments and comments.

Go to your HT Connect dashboard to view your child's profile and access their timetable, calendar, due work, grades, reports etc. You can also contact your child's year level coordinator, mentor or class teacher in this space.

Via the HT Connect dashboard, you can pay school fees, book parent teacher interviews, order school lunches via FlexiSchools and much more.

Confidentiality

The school will not enter discussions concerning any child with any parents except the parents/guardians of that child. We ask that parents contact the school if they have a concern and do not approach the parent of another child directly.

Reception

The Reception desk is staffed from 8:00am until 4pm. All visitors need to sign in at Reception before proceeding into the school. Parents must not enter the Junior School after drop off or prior to 3:10pm without signing in at the office.



Messages to Students

It is vital that messages to students about changes to arrangements for going home or to HT Aftercare are rung through to the office or emailed to the classroom teacher no later than 12:20pm.

Naturally it is preferable for arrangements to be communicated clearly to students before the start of the day so they are confident they know what plans are in place.

Student Diary

This is an essential organisational tool and an official school requisite. Children write neatly in pencil until granted a pen licence during Year 4 and then in pencil or blue pen. Parents need to initial the diary each evening to show they have checked it and are asked to sign it at the end of each week.

The diary is an important form of communication between home and school and parents may use it for short notes re absence etc. Staff comments, uniform reminders and notices re routine changes are placed in the diaries.

Excursions, Incursions & Camps

Parents will be sent notification of all excursions and camps, plus any incursions via Consent2Go. It is necessary for a parent to confirm their child/s attendance by the RSVP date. Parents will need to also check medical and family information is up to date via Consent2Go.

Parent Information Evenings

Meet the Teacher is held early in Term 1. At this time, staff outline classroom routines and expectations, together with an overview of the Year Level curriculum program for the year.

A number of curriculum and general topics of interest evenings are also held during the year across the school. Foundation transition sessions are held towards the end of the year.

Absence of Parents

When parents go away and leave their child with a relative or other carer, it is essential that the Head of the Junior School and classroom teacher are given the following information in writing:

- Length (dates) of parental absence
- The relative / carer's address and telephone number
- Emergency contact details
- After school arrangements

It is essential that you update your details on HT Connect immediately with any changes of address, email address and or telephone numbers, including emergency contacts and medical details.



Processes for Attending to Queries

It is possible that issues will arise during the year that raise queries with parents. No matter how particular we are about communication with parents, there may be occasions when the message sent does not equate with the message received.

We endeavour to do our best in keeping parents informed of activities at the school and hope that parents will reciprocate by keeping us informed of matters on which they seek clarification. Open communication between home and school is encouraged so that any areas of potential misunderstanding can be clarified early.

If you have a question, there are various people who are available to respond. The class teacher cares for your child on a day to day basis and looks after his or her welfare and learning experiences. He or she is the first point of contact. Specialist teachers are available to answer queries about their specific subject areas.

If you wish to speak to class or specialist staff, a note in the student diary or message by email is often the best method to set up an appointment.

The Head of the Junior School is also available for appointments as the need arises and these appointments are made through the JS Administrative Officer by calling **9807-8888** or emailing juniorschool@huntingtower.vic.edu.au

Clarification of accounts and similar queries are made through the office of the Business Manager.

Visitors

All visitors to the school must report to Reception upon arrival. It is vital that the school is aware of who is on the premises at all times for the safety of our staff and students. Parents are asked not to arrive prior to 3:10pm.

Parents & Friends (P&F)

The 'Huntingtower Parents and Friends' help facilitate active parent involvement in the School community. The Huntingtower Parents and Friends hosts a number of events throughout the school year, providing a chance for parents to meet and socialise.

Each class has a parent representative. Parents are both welcomed and encouraged to contribute to Huntingtower School life.

Parent volunteers will need to provide the School office with a copy of their Working with Children Check before participating in any activities involving Huntingtower students.

School Magazine

The school magazine "At Home" is produced annually and is distributed to the students just prior to the end of the school year. Each class has a designated page and there are also pages for many different facets of school life.



Procedures & Facilities

Lost Property

There is a lost property basket at the far end of the Junior School Corridor and another in the Junior School Gym. Students are reminded on a regular basis that named items go astray far less frequently than unnamed items and are returned with far more ease. Parents need to be mindful that it is critical that all items brought to school are named. Lost property items are announced during Assembly.

Naming of Property

All items brought to school must be named in a legible manner in an accessible place.

Clothing should be named with sew on or iron on labels (labels over the toes of socks work well) and property and other requisites should be named in the clearest manner possible.

For example, engraving a watch works well as does the use of permanent marker on shoes and rulers. Hats need distinctive markings for easy identification. Please check labels at regular intervals as laundering or frequent use can cause labels to fade.

Parent Helpers

Parent helpers are an important part of the program at Huntingtower. They are asked to help with all the major sporting carnivals and also the Perceptual Motor Program.

Parents sometimes visit classes as 'expert speakers' on various topics or to accompany classes on excursions as an assistant to the staff. Parents on excursion usually assist with students other than their own child/ren, working under the direction of staff.

All parent helpers must have a current Working With Children Check and complete the HT Volunteering paperwork.

Child Safety

At Huntingtower we are committed to providing a nurturing school environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all students. The welfare of each child and young person studying at Huntingtower is the School's paramount concern. Huntingtower has a zero-tolerance policy for child abuse and is committed to promoting child safety.

Ministerial Order 1359 requires Huntingtower to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

[Click here to view the Child Safe Policy.](#)

Everyone employed or volunteering at Huntingtower has a responsibility to understand the important and specific role they play individually and collectively to ensure a child safe culture in which the wellbeing and safety of all students is at the forefront of all they do and every decision they make. We encourage any student who feels unsafe to contact one of the School's Child Protection Officers.

The Child Safety Officers are:



Ms Carly Major Gough



Mr Dean Owens



Ms Jaynie Gorander



Ms Vicki Close



Volunteering at Huntingtower

Huntingtower encourages an open and friendly learning environment, which values community participation and volunteer involvement. Our volunteers may be parents, guardians, carers of students at the School, alumni or members of the broader school or local community.

The School recognises the integral role that volunteers play and actively seeks to develop structures and procedures that encourages volunteers to become actively involved in the life of the School. We are grateful to the many volunteers who already make a significant contribution to the School by bringing different levels of expertise and skills to the curriculum as well as the cocurricular program.

Any member of our community wishing to become a volunteer at the School will need to be on our Volunteers Register prior to performing any volunteer duties. All new and existing volunteers will be provided appropriate training to enable them to understand their role and provide clarity about what is expected and how they can positively contribute to the School's programs.

Further information is available on our website [Huntingtower School - Volunteering at Huntingtower](#)

Emergency Management

The safety of your child, school staff and support personnel is very important to us. In order to maintain a safe environment for our students to study and learn, it is necessary that we practice emergency and crisis response plans by having drills designed to exercise procedures.

Students and staff will practice four primary emergency drills each year. They are: Fire Drills, Lockdown Drills, Shelter-in-Place Drills and Evacuation Drills.

For the safety of everyone involved and to maintain order, we respectfully ask that you abide by the following during these drills:

- Do not come to the school campus.
- Do not call the school offices (as they will be busy with the drill or actual emergency).
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency).
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible.

Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency. In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable.

Please remember that these safety practice drills are undertaken to help maintain our schools as a safe place to learn and work.



Curriculum

Introduction

The key learning areas of our curriculum encompass Integrated Units of Inquiry, Literacy, Numeracy, Indonesian, Information Technologies, Library, Music, Physical Education, Science and Visual Arts.

Both Information Communications Technology and Thinking Skills are integral components of all studies.

Specialist Subjects

Art

Art is taken by the class teacher in some junior levels and a Specialist teacher in the more senior classes. We encourage parents to enjoy the displays of artwork in the Junior School corridors, rooms and online. All students require an art smock in order to protect clothing. These are available from the Huntingtower Uniform Shop.

Technologies (including ICT)

Information Communications Technology is an integral part of education and our world. Its creative, educational use within an integrated curriculum is a natural expectation. In addition to the integration of ICT into the Curriculum, a specialist teachers also takes Technologies classes where specific skills and content is are taught. Before a student is allowed to conduct an independent internet search at Huntingtower, they are required to sign a responsible usage agreement.

Library

Students from ELC to Year 6 enjoy the Junior School Library, receive lessons from the Teacher Librarian and are able to borrow books. Students use a library bag to protect the books. Most students enter the Premier's Reading Challenge each year and Book Week is celebrated as an annual highlight.

Language Study

Students from Year 1 to Year 6 learn Indonesian. There is a balance between learning about the Indonesian culture and the language. Games, stories and music enhance the program.

Music

Students from ELC to Year 6 engage in class music lessons. The program includes choral work, theory, appreciation, various instruments such as recorder and tuned percussion, plus work in class ensembles in preparation for performances. Students may also take private instrumental lessons. Forms are available at the main office, and from the Junior School Office. The Instrumental Teacher collects and returns the child to the Junior School.

Physical Education

Students from ELC to Year 1 are involved in PMP (the Perceptual Motor Program) for specific locomotion, balance and coordination skill development. From Foundation to Year 6 the PE (Physical Education) program expands upon this foundation, incorporating units such as swimming and gymnastics and culminating in minor and major games.

Science & STEM

Students from Foundation to Year 6 follow a sequential program of work encompassing units on biological, chemical, physical, and earth and space sciences with STEM integrated into the science program in Years Foundation to Year 4. Years 5 and 6 come together to work collaboratory on STEM projects with real world contexts.



Reporting to Parents

NAPLAN Tests

The students in Year 3 and Year 5 take part in the annual National Assessment Program in Literacy and Numeracy. The results are mailed to parents upon their receipt by the school.

Ongoing Assessment & Reporting

Parents will be provided with ongoing reporting through the HT Connect platform.

End of Year Report

This is an additional report which the class teacher writes focused on Personal Development.

Parent Teacher Interviews

Reporting interviews for all parents are held twice each year. It is very important that all parents attend. The first is late in Term 1 and functions as interim feedback on your child's progress and the second is in early Term 3. Parents or staff may request additional interviews at other times during the year as the need arises.

Scholarships

Scholarship exams for entry into Year 7 are taken by members of Year 6 who wish to do so, in early Term 1 each year. Year 5 parents receive notification in Term 4 of the details regarding scholarships.

Co / Extra Curricular Activities

Camps / Educational Tours

Huntingtower has established a sequential progression of outdoor education camps and curriculum based educational tours.

This begins in the Junior School with the following:

- Year 2** One night camp
- Year 3 & 4** Two night Outdoor Education
- Year 5 & 6** Two nights Outdoor Education
- Year 5 & 6** Three nights in Canberra for an educational tour and an historical tour of Tasmania (alternate years)

Extra Activities

A number of opportunities exist for students to take additional programs of study or additional activities. Some of these activities involve an additional charge.

Activities include chess at lunchtimes and individual instrumental music tuition. Interschool academic and thinking skills activities are available and include Tournament of Minds, Debating, Science Talent Search and Mathematics Olympiad. Junior School Council (JSC) and Eco Warriors provide important leadership opportunities.



House System

There are two Houses in the Junior School, Ruthven (red) and Thomson (yellow). Students are allocated to a House in Semester 2 of Foundation. Students from the same family are placed in the same House. House points are earned for a variety of activities during the school year.

Interschool Sport Activities

Year 5 and 6 students take part in interschool sports at various times during the year. Students sometimes progress through to regional, state and even national level.

Sports Carnivals

These take place on an annual basis. A Swimming Carnival for Years 3 – 6 takes place and a mini event for Foundation – Year 2 is held separately.

An Athletics Carnival is held for students from Year 3 – Year 6 with a separate Fun Sports Morning for ELC – Year 2. Parents' races are highlights of both!

Cross Country involves students from Year 2 – 6 and the Ball Games Carnival includes children from Foundation to Year 6. In each of these events parent helpers play an important part. Parents may be involved in a range of roles.



Student Welfare

Introduction

The welfare of all in our community is of paramount importance. A number of wellbeing programs are run at the appropriate developmental stages to ensure that our students are fully informed and aware of safety issues and responsible behaviours.

Behaviour & Expectations

Code of Conduct: Always be Kind, in all ways

The Code of Conduct at Huntingtower is the Golden Rule, “Do unto others as you would have them do unto you”. Each class expands upon this to encompass specific, age appropriate examples. All rules encompass the Golden Rule and safety.

The emphasis is upon making wise choices when going about our everyday lives, in all situations. The context often determines the wisdom of an action.

(Examples: running is fine on the oval, but not wise in a corridor, jewellery and fancy hair styles are fine for holidays, but are not worn during school).

It is expected that all parents and guardians will help their students to appreciate and uphold the expectations of the school.

Discipline

We aim to maintain a happy, secure and stimulating environment in which all members of the school community can grow in self esteem and reflect their unlimited potential.

There may be times when a period of quiet reflection and time out of an activity or situation is necessary in order to refocus a student or students on the positive aspects of care for others and on the wisdom of changing their behaviour in order to restore harmony. The class teacher or duty teacher initiate this process and, in certain cases, the Head of the Junior School will interview the student/s and may also speak with the parents about the consequences. Behaviour is closely monitored if issues are ongoing. Parents are kept informed during this time. Restorative practices are implemented at all levels.



Bullying

Bullying is unacceptable at Huntingtower. In the first instance there is a meeting with the child to discuss appropriate behaviour. If the behaviour recurs, parents will be contacted and a meeting will follow.

Continuing instances may result in missing out on a camp or excursion or internal suspension followed by external suspension. During this period there may be additional support from the School Counsellor or in some instances professional support from outside the school.

The Restorative Practice process is followed to help educate students to develop and restore positive relationships.

Learning Enrichment

The Learning Enrichment teacher plans individual and small group programs for certain students at various times throughout the year.

These programs are planned and administered through consultation with classroom staff. Some programs take place within the classroom and others within the Learning Enrichment room.

Where a series of individual sessions for a particular student is considered necessary, this is put into place after consultation with the student's parents.

Opportunities for Leadership

Our aim is to develop students who are all able to take on various leadership responsibilities. It is essential that this journey begins with the leadership of oneself – taking personal responsibility for organisation, property, punctuality, uniform and so forth.

Gradually other roles and responsibilities are offered to the students in order to develop their interpersonal leadership skills. These range from being monitors responsible for class equipment, to formal roles such as those of House and Music Captains, Library Monitors, Peer Group Support Officers and Junior School Council Representatives.

Counselling

Counselling support is available for students. Referrals should be arranged through the classroom teacher.



Medications

Students must hand all medicines to staff at Reception. Approved asthma medication and Epipens will be held in the classroom mobile storage. An up-to-date Asthma or Anaphylaxis plan must be provided to the school.

Parents of students with anaphylaxis needs meet with the School Nurse and the Head of Junior School yearly to discuss the Management Plan. Medicines must be in the original container and must include the doctor's instructions for administration, including dosage.

Office staff may only administer prescribed medications. Up to date copies of management plans, (eg asthma or anaphylaxis), need to be prepared and signed by the child's doctor and provided to the school.

A medically "at risk" child must not be left at school without this plan in place and the correct medication at school. In the early years, parents may be asked to accompany children with anaphylaxis on excursions. An individual Risk Management Plan will be completed each year. All medical information must be entered via your Parent Portal and updated regularly.

Children needing specific medication on excursions and camps must hand it to the supervising teacher prior to departure.

Immunisation Information

- [Immunisation Information for Parents Enrolling a Child in Primary School](#)
- [Immunisations in Victoria](#)

Student Medical Details

All parents of students at the School must complete and/or update annually their child's Medical History online. Medical information is updated via a link from Consent2Go on the Parent Portal.

If any student has been suffering from an infectious illness, Health Department regulations must be observed and the school must be notified. Children suffering from flu symptoms should be kept at home.

Student Health

We ask that you help keep the community safe by keeping your children at home if they are unwell. This one act of kindness can help reduce the likelihood others will become unwell. We thank you for your support.

If a student becomes unwell at school during a lesson or in a break they are to advise a teacher who will send them to the Health Centre or Reception. The Health Centre will determine if the student needs to go home and will contact parents accordingly and support the student until they are signed out by their parent. Students must not be contacting parents directly to organise going home without first going to Health Centre/Reception.



Uniform Requirements

Uniform Shop (HT Shop)

Opening hours

Wednesdays 3:10 pm – 4:30 pm

Thursdays 12:10 pm – 1:15 pm & 3:10pm – 4:30 pm

We encourage all parents to visit the Uniform Shop in Term 4, to make any purchases before the rush in the new year.

During Term 4, additional opening hours for the January school holidays are announced.

When announced, a copy will be made available on the School website. To view this page please go to www.huntingtower.vic.edu.au, click on "Community", and then "Uniform Shop".

Orders can also be sent via the Huntingtower Uniform Shop email address htshop@huntingtower.vic.edu.au. Please be specific with sizes and items. Please include contact number for follow up and payment details.

Your child must attend the Uniform Shop to enable the uniform to be correctly fitted.

Junior School Uniform List

Year 2 to Year 6 - Full Academic Uniform

Summer - maybe worn year round but NOT in combination with Winter Uniform items.

- Huntingtower navy blue skirt & pale blue blouse
- Huntingtower dress (level with kneecaps)
- Plain white ankle socks (not anklets)
- Navy sun hat
- Huntingtower short sleeved shirt
- Huntingtower knee high, navy, stripe socks

Winter - maybe worn year round but NOT in combination with Summer Uniform items.

- Huntingtower tunic (level with kneecaps)
- Huntingtower light blue long-sleeved shirt
- Huntingtower tie
- Either: Huntingtower knee-high navy socks or Huntingtower opaque navy tights
- Huntingtower wool blend, lined shorts
- Huntingtower light blue long-sleeved shirt
- Huntingtower tie
- Huntingtower knee high, navy, stripe socks
- Optional: Navy long pants worn with short navy socks

All Year

- Huntingtower blazer (not required Foundation & Yr1)
- Huntingtower jumper
- Plain blue ribbons or scrunchies; plain blue hair bands, plain blue hair slides (available at the Uniform Shop)
- Plain black, unpatterned, polished leather, lace up, low heeled school shoes (Not available at the Uniform Shop)
- Huntingtower school bag & rain jacket



Junior School Uniform List

Foundation & Year 1 Uniform (* as marked) & Physical Education / Sports Uniform

Students should have at least two sets of sports uniforms.
All sports training should be in correct sports uniform.

- Huntingtower navy sports shorts *
- Huntingtower Junior School PE short sleeved T-shirt *
- Huntingtower Junior School PE long sleeved T-shirt *
- Huntingtower Junior School track suit *
- Huntingtower 'House' sports shirt *
- Huntingtower short sports socks *
- Blue, Black or white sports shoes with non-marking soles. Supportive, athletic, lace-up or valcro. *
- Huntingtower Polar Fleece Sports Top *
- Huntingtower Rain Jacket (only to be worn outdoors)
- Huntingtower Sports Bag
- Huntingtower bathers
- Swimming bag in House colour
- Huntingtower Swimming Cap in House colour (supplied by the pool & charged to student account)

Additional Requisites

- Long-sleeved art smock *
- Library bag
- Huntingtower Reader bag *
- Plain navy scarf (optional)
- Plain navy gloves (optional)
- Foundation – Year 2 Plain navy beanie (optional)

Uniform Details

From the commencement of 2023, students can wear uniform suitable for the weather conditions. There will be no set summer or winter uniform cycle. Students **must**, however, wear uniform items from one 'season' and not mix and match.

We have also introduced the option for students to wear school boardshorts and a rash vest (long or short sleeve) for internal based swimming lessons and events. Students selected for external swimming events such as EISM will be required to wear the approved swimwear for the event.

The music students who are members of the Senior School performing music ensembles will require long school pants for performances.

The new uniform guidelines ensure all students can be comfortable and have choice without compromising the respectable standards of dress expected by the community.



General Uniform Information

A Huntingtower education includes character as an important component. Students are expected to make wise choices, think of others and to do the best they can at all times and all circumstances. Part of this philosophy naturally encompasses a sense of pride and self-discipline in dress standards and grooming standards.

The following guidelines need to be followed. Reminders will be issued if an item needs attention and parents are expected to attend to it as soon as possible. As students gradually gain independence during their Junior School years, they will be encouraged to take on a more proactive role in their own grooming, such as neatness of hair and cleanliness of shoes.

- All items of clothing and all requisites at school must be **named** in a clear manner – this needs to be checked at frequent intervals as names can wear out with washing
- All students may wear their sports uniform to school on the days they have PE or PMP
- All items of clothing must be of the **correct size** for the student. Socks often need replacing mid-year, in order to retain elasticity, but even blazers, dresses and shirts may not survive until the following January.
- Blazers are worn to and from school at all times (Years 2 – 6 only). In hot weather the Head of the Junior School will decide if the blazer rule is to be relaxed for the day.
- Jumpers are never worn as the outer garment when travelling to and from school (Years 2 – 6 only).
- A wrist watch and stud earrings are the only jewellery permitted at Huntingtower. Stud earrings must be gold, silver or stainless steel and no larger than 4mm.
- Nail polish is not permitted.
- No aerosols of any kind are to be used at or brought to school (including camps).

- School dresses are to be touching the knee cap.
- Hair: All students - Hair must be kept neat, clean, tidy and **off the face**. It should be natural and uniform in length and colour. Exaggerated hairstyles are not permitted (e.g. spiking, shaving or cutting parts of hair).
- Students are expected to look neat and tidy whenever they are in uniform. This includes when off campus such as travelling to and from school, regardless of whether or not staff or parents are with them at the time.

Guidelines for Casual Clothes Days

Students must wear neat, casual clothes on casual clothes days. While respecting fashion trends, students are to avoid the following:

- bare midriffs or shoulders
- ripped jeans
- leggings or compression tights
- transparent tops or bottoms
- inappropriate logos/slogans on any clothing items
- thongs

Please be aware that covered shoes must be worn in Science, DT, Food Tech and PE classes.

School Photographs

School Photos are taken annually at the start of the school year.

Students are required to wear their full academic uniform (Foundation to Year 1 wear their Sports Uniform). Please note collars must be inside the blazer, with middle button fastened.

All students who have hair touching the collar must have their hair neatly tied back with navy hair ties or ribbons. No half up styles are acceptable.



Online Canteen Orders & Lunches

FlexiSchools

Huntingtower has engaged Flexischools, Australia's leading school payment system, to implement an online canteen ordering system that allows parents and students to order and pay online.

Parents are asked to order lunch online before 9.30am on the day of the order.

The menu, ordering online and payment of the lunch order can all be done on the [FlexiSchools website](#). For parents and students to be able to login to Flexischools you will require your child's Huntingtower student number. For an overview of getting started with FlexiSchools ordering, see [our website](#).

- Cancellation of an order - no charge if you advise the canteen before 9am

Further Questions

Any queries about how the system works or your account should be directed to:

Flexischools - 1300 361 769 (please do not contact the school canteen)

Lunches

There are only pre-ordered lunches available in the Junior School and no over the counter sales. Most students bring their own morning snack and lunch each day.

Lunches need to be nutritious and healthy and should always contain a serve of fresh fruit and vegetables.

Lunches may not include nuts, lollies, "treat" or "party" type foods (such as potato chips, chocolate or donuts), aerated or sugar rich drinks. No canned drinks are allowed. In the early years, students show a staff member their lunch box when they have finished eating. Staff will advise students and parents when lunch sizes appear to be inappropriate for the particular student or if the contents are not appropriate for school.

The Junior School has a 'take home rubbish' policy. Students are encouraged to use lunch boxes or other recyclable items. Wrappings, including those from lunch orders, are to be taken home.

Energiser

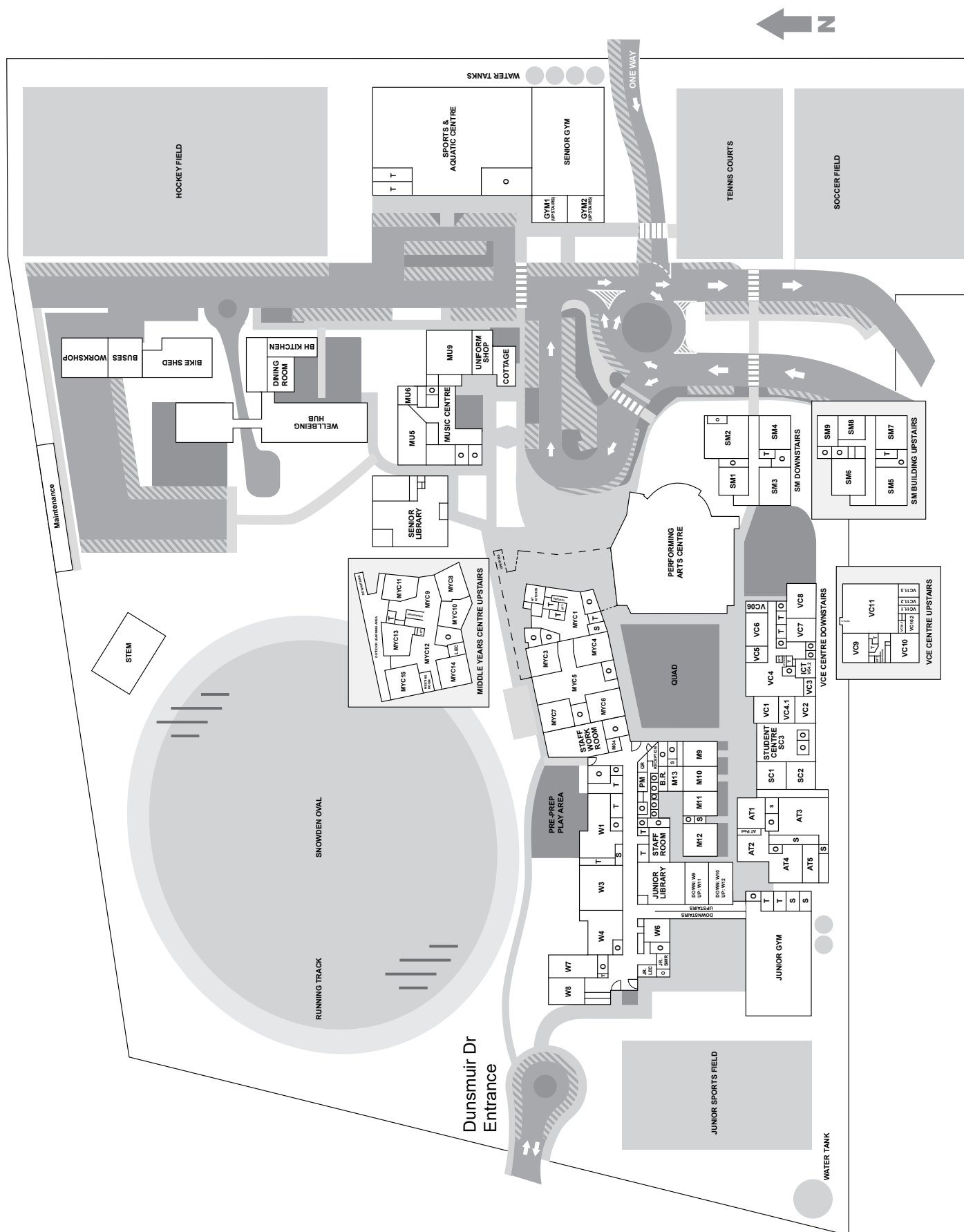
This is a small mid-morning healthy snack that students consume whilst working at their desks. The snack should always be nutritious and healthy, a small serve of fresh fruit, vegetables or cheese cubes are recommended. The energiser should be placed in a small container separate to your child's play lunch and lunchbox.



Dunsmuir Drive Entrance Protocol



Campus Map







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School Communications

Quick-Reference Guide

Parent Communication

Method	Purpose	Parent Actions
 Phone	Used to reach the primary contact in an emergency or if unreachable, the secondary contact or emergency contacts.	Please ensure all contact details are up to date via the Parent Portal. School Office: +61 3 9807 8888
 Messages	Used to alert parents to student absence or event changes. <i>(Please do not 'reply' to SMS messages, call the school directly if required)</i>	When a child is absent please notify the school via one of the following: SMS: +61 0412 790 238, Phone: +61 03 9807 8888 Email: absences@huntingtower.vic.edu.au
 Email	For excursion permissions, student and medical info updates, event reminders, important information, Bulletin, news and contact from teachers.	Check emails for important information. Update email address with the School if changed.
 Consent2Go	Consent2Go is the software platform used to obtain parental permission for school incursions and excursions as well as updating your child's medical and allergy information online.	When your child requires permission to attend an event eg. excursion, camp, sport etc you will receive an email from MCB Schools. This email will allow you to accept, or decline, the invitation and to update your details. It is important that you add the email address, admin@mcbschools.com, to your safe email list in advance so it doesn't go to your spam folder.

Information Sharing

Method	Purpose	Parent Actions
 Website	General school information, calendars, key dates.	Regularly check calendars for important dates.
 Facebook & Instagram	Community updates and photos.	Engage in the Huntingtower community.
 Bulletin	Upcoming events, school news, Parents and Friends news. Bulletin is sent by email or accessed through the Website or Parent Portal.	Read the news to keep up to date with school activities.
 HT Connect	Secure website for reviewing and managing your student's information, paying school fees, downloading student timetables, photos, reports, booking parent teacher interviews and contacting teachers.	Regularly check that all information is up to date and correct. Pay school fees. Download school reports as they are distributed. Book parent teacher interviews, order student lunches on Flexischools.



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