

HUNTINGTOWER

Foundation to Year 12 Co-Educational School



Huntingtower

Secondary School
Student & Parent Handbook

Updated 30.01.24

Huntingtower School

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Business Details

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



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Introduction

Welcome

This booklet provides you with the information you need to help your child embrace the many opportunities available in the Secondary School.

Huntingtower endeavours to:

- Ensure a safe and well-structured educational setting designed to support students in their learning.
- Provide strong pastoral support through the House and Mentor programs.
- Maintain the highest possible academic standards whilst recognising the need to cater for a range of students.
- Ensure effective communication with parents in order to develop close and cooperative relationships between school and home.
- Encourage students to explore a range of activities for growth via co-curricular and academic programs.
- Encourage good citizenship through sustainable practices and community service.



Know Thy True Self

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 (left) 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".



Christian Science

Huntingtower is founded on the spiritual principles of Christian Science. Christian Science is a recognised worldwide Christian religion established by Mary Baker Eddy nearly 150 years ago. It is based on the words and works of Christ Jesus and draws its authority from the Bible. Though the values of Christian Science are a strong presence, no doctrinal instruction in Christian Science religion is given at Huntingtower.

While Christian Science is perhaps best known for its emphasis on healing by spiritual means, the wishes of parents of Huntingtower students for medical attention for their children are respected at all times. Please also note that Christian Science has no connection whatsoever with Scientology.

Those wanting to know more are invited to visit the Christian Science website: www.christianscience.com

Purpose

The purpose and mission of Huntingtower is to be a beneficial presence in the world; to uplift thought and to bless mankind.

Each student is encouraged to recognise and demonstrate his or her spiritual nature by expressing freedom from limitation through the power and love of God. This results in very high standards of education at all levels: ELC, primary and secondary.

Strategic Priorities

1. People & Culture

We will continue to build a safe and positive community that strives for excellence and expresses respect and kindness.

2. Learning Pathways

We will continue to deliver curriculum, teaching and learning that are engaging and academically rigorous and lead to student's preferred pathways.

3. Connected Community

We will listen purposefully and build strong relationships with our community through timely communication and genuine interactions.

4. Places & Spaces

We will build further facilities and environments that support learning and community connection.

School Leadership

Name	Title
Mrs Shan Christensen	Principal
Ms Melanie Beal	Vice Principal
Mrs Susan Swan	Vice Principal
Ms Carly Major Gough	Head of Junior School
Mr Dean Owens	Head of Wellbeing
Mrs Tania Parkyn	Director of Business Operations



Secondary School Information

Daily Timetable

Monday – Friday	
8.30am – 9.30am	Period 1
9.30am – 10.30am	Period 2
10.30am – 10.50am	Recess
10.50am – 11.50am	Period 3
11.50am – 12.20pm	Mentor / Assembly
12.20pm – 1.10pm	Lunch
1.10pm – 2.10pm	Period 4
2.10pm – 3.10pm	Period 5
3.15pm – 4.00pm	Period 6

Middle School

Years 7-9 are a time of transition, growth and development. As a consequence, the Middle School curriculum emboldens our students to embrace new learning styles and take intellectual risks.

Project Based Learning (PBL) is a key tenet of the Middle School program. It aligns closely with our STEM initiatives to enable students to learn independently and solve real-life issues in imaginative and creative ways.

Senior School

While students in Years 10-12 discover that the challenge of the VCE gives a new momentum to their studies, we encourage everyone to participate in the wide range of school activities offered.

Huntingtower graduates speak warmly of the sense of unity and support offered by the entire school community and of the excellent and dedicated teachers.

Our environment is both nurturing and stimulating. Everyone is inspired to give their best. We are very proud of our VCE results, which are consistently amongst the highest in the state.

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).

The School's Privacy Policy is located [on our website](#).

Counselling

Counselling support is available for students. Referrals should be arranged through Mentors and/or Year Level Coordinators.



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

Mentor Program

The Mentor program provides an opportunity for students to meet in their class groups with their Mentor teacher four times a week for 30 minutes.

The focus of the Mentor sessions is to develop relationships, build organisational skills and establish positive wellbeing strategies.

Extended Mentor Program

The Extended Mentor program occurs once each cycle. It is run by the class mentor and aims to develop a deeper understanding of appropriate welfare and wellbeing issues and strategies.

Future Pathways

Careers counselling is offered to all students by request but Future Pathways sessions are timetabled in Years 10-12 to assist them with their subject selections at VCE and with their post-school pathways. A range of programs including micro-credentialling and work experience are also provided for students at various year levels in order to prepare them effectively for the world of work.

For more information please contact Alison Howard located in the Hub, ahoward@huntingtower.vic.edu.au

Learning Enrichment

The Learning Enrichment department offers support for students with particular learning needs. This support is individually tailored to the requirements of the student and may involve the facilitating of specific assessments and the administration of Special Provisions.



ICT Support

Huntingtower's ICT Department offers support for students' laptops to enhance their learning experience. They are committed to providing assistance with school related technical issues to ensure a smooth and productive educational environment. Please note that they can only help resolve concerns directly related to academic activities and school systems.

While they strive to assist as much as possible, non-school use or complex technical matters may require more time and resources than we can accommodate. In such cases, Huntingtower kindly request families' understanding that extensive troubleshooting or issues outside the scope of educational requirements are beyond the assistance the ICT Department can offer.

The School is also not authorised to open a student's device in the event of hardware issues with the internal components. Families should contact the purchasing store or manufacturer if 'in warranty', or visit a repair store if 'out of warranty'.

For extended troubleshooting or hardware concerns, the ICT Department recommend visiting the Apple Store directly for Apple MacBooks, while for Windows Laptops, students should contact the manufacturer or a local Windows Laptop repair store.

Please don't hesitate to reach out to the ICT Department for any school related technology concerns, and the ICT staff will do their best to address them promptly. The ICT Department can be contacted by email at helpdesk@huntingtower.vic.edu.au or by phone on +61 3 9807 8888.

Tutorials to install school software and services such as printing can be found on HT Connect under 'Technology Support'.

Medical Matters

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.

In order to support student absences, teachers will place a brief overview of the lesson along with any necessary resources on the Daily Instruction page of the school's LMS (HT Connect). Both parents and students are asked to familiarise themselves with the material and to contact the relevant mentor/teacher with any questions.

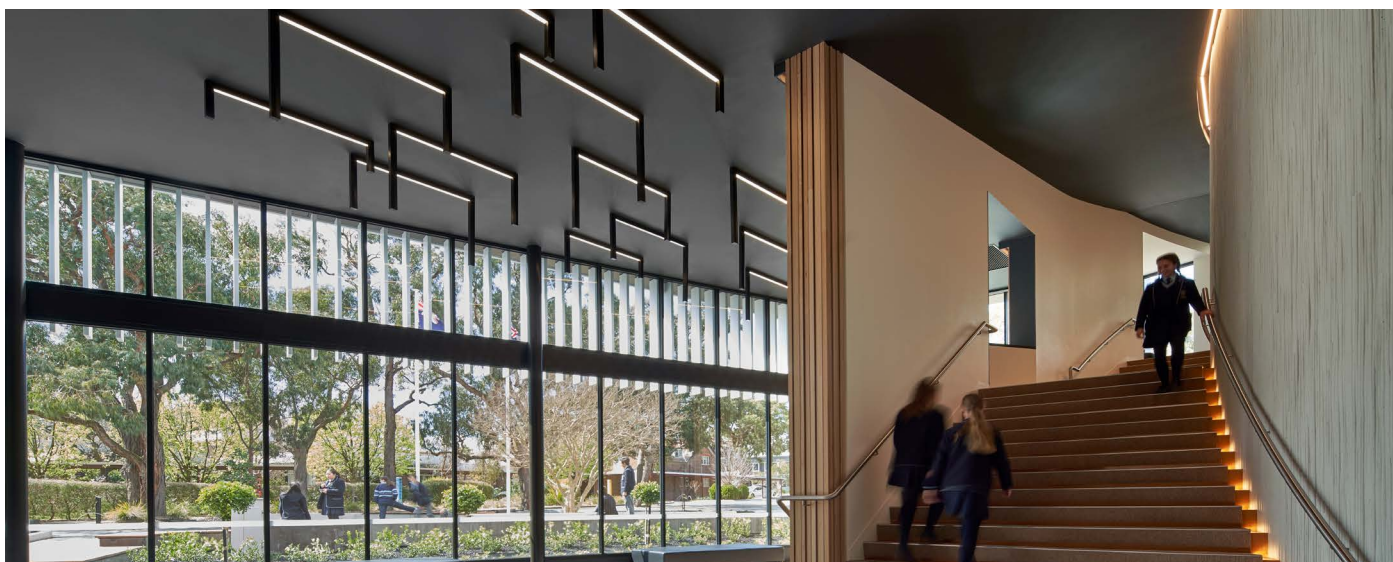
Students Unwell at School

If a student becomes unwell at school during a lesson or in a break they are to excuse themselves from their class and go directly to the Health Centre in the Main Building or school office. 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 should not be contacting parents directly to organise going home without first going to Health Centre/ Reception.

Assemblies

Assemblies take place after Period 3 on a Friday. Mentor, House and Year Level Assemblies occur after Period 3 from Monday to Thursday.

Students are advised by their Year Level Coordinator as to where and what assemblies take place in the week ahead.



Arrival, Departures & Absences

The school day starts at 8.30am and finishes at 3.10pm. Students should arrive at least 10 minutes before the start of the school day.

Huntingtower runs an extensive extra-curricular and support program known as Period 6. These opportunities are available from 3.15 – 4.00pm Monday to Thursday (please see Page 12 for further details).

Notice of Absence or Early Departure

If a student is absent, parents/guardians should notify the school in one of the following ways before 9.00am

HT Connect App: Absentees

Email: absences@huntingtower.vic.edu.au

Phone: +61 03 9807 8888

Requests for permission to be absent from school for an extended period, for reasons other than illness, should be sought at least two weeks in advance by a letter or email addressed to the Vice Principal of Secondary School. Please refer to the School Communications Quick-Reference Guide on the back cover of this handbook.

Parents are advised not to remove their child from the academic year. Teachers will be able to provide a general course outline only and students are encouraged to approach staff members for advice.

While absent, students are invited to contact staff seeking help or clarification. Students are also encouraged to follow work set on the School Learning Management System (HT Connect).

Please refer to the VCE Handbook for further clarification regarding Units 3 & 4 requirements.

Please note: The above does not apply to illness or absence from class due to sporting, music or like competitions.

Leaving the school Premises

Students who need to leave the school grounds during the day must either have a parent/guardian telephone the School Reception or have a note of explanation signed by a parent/guardian.

Students must report to the Main Reception to collect a leave receipt before leaving the School. Students must report back in at Reception if they return to School on the same day.

Year 12 Students

Year 12 students who do not have a scheduled SAC during Period 5 on Fridays are eligible to sign out at the commencement of the period.

Permission for Year 12 students to sign out during Period 5 is subject to parental consent. At the commencement of the academic year, parents/guardians are required to provide this permission through Consent2Go. Once granted, this permission remains in effect for the entirety of the academic year.

In cases where parental permission for Year 12 students to sign out during Period 5 on Fridays has not been obtained through Consent2Go, these students are required to report to the library and sign in at the commencement of Period 5.

This ensures that all students are accounted for and are within the school premises during this time.

In cases where a Year 12 possesses parental permission to sign out during Period 5 but chooses to remain on campus, they are still required to proceed to the library and sign in at the start of Period 5. This allows the School to accurately monitor student's locations during school hours.



Year 12 Students

In the event that a Year 12 student, who is authorised to sign out during Period 5, opts to visit specific locations such as the Art Room or spend time with a teacher other than in the library, the respective teacher supervising the student's presence must promptly send an email notification to the School's reception. This communication is crucial to ensure that the School is aware of the student's location and supervision.

Vehicles

Year 12 students wishing to drive a vehicle to school must seek permission from the Vice Principal (Ms M Beal) for a license to be obtained. All speed limits must be adhered to.

Book Lists

Our Booklist supplier is Campion Education (Australia) Pty Ltd, 1/170-180 Rooks Road, Vermont. Booklists are distributed – via email – during Term 4 for the following year. Orders need to be completed online using the code provided and must be paid for (including delivery) at the time of ordering.

Term Dates

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

Homework

Homework is an essential part of Huntingtower's academic program. Tasks are set to promote key learnings and to assist students in the development of healthy study habits. In 2024 students will not be issued a hard copy school diary. Instead the new LMS system HT Connect, will allow students to document their homework and assessments. The year level live Assessment Calendars will continue to be available to students and parents. Students will be shown in mentor sessions how to customise their digital platforms on HT Connect. Students who would like to continue to use a hard copy diary are also welcome to do so.

Homework – Middle School

Year 7

Up to 60 minutes set homework (3 subjects @ 20 minutes each) as well as half an hour reading per night.

Year 8 & 9

Up to 90 minutes per night including reading and mathematics

Homework – Senior School

Year 10

2.5 hours per night including reading and mathematics.

Year 11

2.5 – 3 hours per night and 6 hours per weekend.

Year 12

Minimum 3 hours per night and 6 – 8 hours per weekend.

If a student fails to complete assigned work without due reason, they will be put on a Study Hall scheduled during Period 6.

Students will be asked to attend these Study Halls until the work is completed to the satisfaction of the teacher. In certain circumstances parents will be contacted and individual study plans developed.



Houses

The Secondary School consists of four Houses. The Houses provide a framework for intra-school sports, cultural and music competitions throughout the year. They also serve as a key provider of pastoral care for our students. The Houses are:

Bruce (Ms C Benavides cbenavides@huntingtower.vic.edu.au)

Named after the Bruce Family; benefactors who have a long association with the School.

Mather (Mr C Warner cwarner@huntingtower.vic.edu.au)

Mr J.B. Mather was Principal from 1949 to 1972 and was responsible for coordinating the move from the Malvern to the Mount Waverley campus. Mrs V. Mather was responsible for the sub-primary section of the School and was House Mother in the Huntingtower Boarding House.

Rayner (Mr S Sakellaridis ssakellaridis@huntingtower.vic.edu.au)

Named in recognition of the Rayner sisters. Both sisters were strong supporters and benefactors of the School and instrumental in the development of children's theatre in Australia.

Warrell (Mr A Smale asmale@huntingtower.vic.edu.au)

Named after Mr B.L.Warrell, a long-standing Huntingtower

Lockers & Combination Padlocks

Lockers for books and sports clothes are allocated at the start of each year. All students must use the combination padlock supplied by the School, either retained from previous years or purchased from the School Office. The cost of a new lock will be added to the student's account.

Technology

Huntingtower is transitioning from school provided laptops in the Middle School to embracing a 'Bring Your Own Laptop' (BYOL) approach for the Secondary School in Years 7-12. This positive change empowers students to use their preferred Windows Laptop or Apple MacBook, enhancing their personalized learning experiences while fostering familiarity with their own devices. We believe this transition will further support their academic growth and technological proficiency.

From Term 1 2024, all students in Years 7-12 will be able to bring their own preferred laptop to school. Students who may already have Surface Laptop devices from previous years are welcome to continue to use them, or bring a new Windows or Mac laptop of their choosing.

For more information about the BYOL Program, please consult the [BYOL Handbook](#) which is available on HT Connect under 'Bring Your Own Laptop Info'.

Senior Library

The Huntingtower Library is open from 8.00am – 6.00pm Monday – Thursday and from 8.00am – 5.00pm Friday. There are a number of quiet areas for students to study in and computers are available for personal use.



Mobile Phones

Mobile phones brought to school are not to be used during schooltime unless it is for school related purposes with permission from the teacher. 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 Year Level Coordinator.

It is the student's responsibility to ensure that any personal electronic devices brought to school are secured during the school day or during any school activity.

HT Connect

HT Connect is a one-stop-shop for parents and students to access announcements, school information, update confidential medical and family details, review the school calendars, student timetables, academic progress and reports, book Parent Teacher Interviews, pay school fees, and more.

If you need any support or more information regarding HT Connect, please consult the 'HT Connect Help' page accessible from the HT Connect dashboard. If you have any troubles signing in or have further questions please contact the ICT Department at helpdesk@huntingtower.vic.edu.au.

HT Connect can be accessed at <https://connect.huntingtower.vic.edu.au> or via our mobile app, available from the App Store or Google Play - just search for 'Huntingtower'

VCE Subject Selection Handbook

The [VCE Student Handbook](#) can be viewed on the our Website.

Subject Curriculum Overviews

Curriculum Overviews can be found on HT Connect

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.

Spotlights

Huntingtower staff offer a series of "Spotlights on ..." that the broader community are invited to. Possible topics include:

- eSafety and Digital Wellbeing
- Snapshot on Curriculum
- Futures Thinking and Pathways
- Managing student workloads

If parents have any suggestions for a "spotlight on..." they are invited to contact the school office at admin@huntingtower.vic.edu.au

Speech Night

Speech Night is a celebration of the wonderful achievements of our students and staff throughout the year. Along with the presentation of major prizes, Year 12 will formally graduate on this occasion.



Schedule of Period 6

The school day (Mon-Thurs) finishes at 3.15pm to allow for participation in Period 6 activities.

- **Year 7-11** students are expected to participate in at least two Period 6 activities each week.
- **Year 12** students may choose to participate in one Period 6 activity each week.

Period 6 represents an opportunity for students to become part of the many clubs and activities Huntingtower offers.

There is a wide range to choose from, including Coding, Chess and Debating, as well as musical opportunities such as the Huntingtower Choir and Orchestra. Many clubs award Certificates of Merit or Colours for active participation.

In addition to extra-curricular activities, Period 6 also offers a range of academic support. These are distributed throughout the week and students are advised to consider the Period 6 schedule and check the times relevant to them.

The Period 6 timetable changes each term. The current list of options is available [on our website](#).

Sample Period 6 Schedule

Activity Name	Teacher	Room
Year 10 Maths Help	Mr Mazzaferri	SC1
Year 10 Science Help	Mr Hellard	SM5
Year 8 & 9 Maths Help	Mr Mazzaferri	SC1
Year 8 English Help	Mr McDonald	MYC6
Year 7 English Help	Ms Oates	MYC7
Year 7 Maths Help	Mr Do	MYC4
Year 7 Science Help	Mrs O'Hanlon	SM5

The above is an example only.

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

Curriculum outlines are published and made available to all families twice a year. The documentation contains a description of all courses in the Secondary School.

Curriculum Structure – Years 7-9

Year 7	Year 8	Year 9
Core Subjects <ul style="list-style-type: none"> • Bible Studies • Digital Technologies • Drama • English • Food Technology • French • Geography • History • Indonesian • Mathematics • Media • Music • Physical Education & Health • Product Design & Technology • Project Based Learning (PBL) • Science • Sport • Visual Art • Visual Communication & Design 	Core Subjects <ul style="list-style-type: none"> • Bible Studies • English • Geography • History & Civics • Mathematics • Physical Education & Health • Science • Sport Electives <ul style="list-style-type: none"> • French / Project Based Learning • Indonesian / Project Based Learning • French / Indonesian <p><i>Students choose two semester electives from the following Technology subjects:</i></p> <ul style="list-style-type: none"> • Digital Technologies • Food Technology • Product Design Technology • Visual Communication Design <p><i>Students choose two semester electives from the following Arts subjects:</i></p> <ul style="list-style-type: none"> • Drama • Media • Music • Visual Art 	Core Subjects <ul style="list-style-type: none"> • English • History • Mathematics • Physical Education & Health • Project Based Learning (PBL) • Science • Sport Electives <p><i>Students choose one of the following year-long subjects:</i></p> <ul style="list-style-type: none"> • French • Indonesian • Geography • Literacy Enrichment <p><i>Students choose two semester electives from the following Technology subjects:</i></p> <ul style="list-style-type: none"> • Digital Technologies • Food Technology • Product Design Technology • Systems Engineering • Visual Communication & Design <p><i>Students choose two semester electives from the following Arts subjects:</i></p> <ul style="list-style-type: none"> • Drama • HT Young Scientist • Media • Music • Visual Art



Year 7

The Year 7 curriculum is designed to assist students in their transition from primary to secondary schooling. The Year 7 program recognises the developmental needs of these students through the Project Based Learning program (PBL). This curriculum is aligned to the General Capabilities outlined in the Australian Curriculum (ACARA).

The core curriculum is intentionally broad, providing a range of knowledge, skills and experiences. Students are also encouraged to participate in the school's cocurricular program as a means of discovering more about themselves and finding their place within the school and the opportunities available to them.

Year 8

The curriculum at Year 8 builds on the knowledge and skills developed in Year 7. The core curriculum at this level is kept broad to ensure students experience a wide range of disciplines.

As students come to know themselves as learners, they will be able to use these learning experiences to identify subjects that they are interested in and find challenging.

Electives are offered in Technology, Arts and STEM areas. Students are invited to explore their interests in each of these streams. They will draw on this to inform their elective choices in Year 10.

Year 9

By Year 9, students have selected some electives and are starting to tailor their curriculum choices to their individual skills, interests and needs. Through the core and elective curriculum, students receive the preparation necessary for success in VCE.

Electives are offered in Technology, Arts and STEM areas. Students are invited to explore their interests in each of these streams. They will draw on this to inform their elective choices for Year 10.

The PBL program takes on a wide range of challenges including a triathlon, City Cite and beginning the Duke of Edinburgh Award.

STEM

The integration of STEM throughout Years 7-9 is a key focus of the PBL program. In addition to this, students will be able to choose electives at Year 9 to further build on their interests.

The STEM centre provides a space for students to design and create future STEM projects.



Curriculum Structure – Years 10-12

Year 10	Year 11 (VCE Units 1 & 2)	Year 12 (VCE Units 3 & 4)
<p>Core Subjects</p> <ul style="list-style-type: none"> • English • History • Mathematics • Physical Education and Health • Science • Sport <p>Unit 1/ 2 Electives <i>Students choose from a range of subjects: In 2024 these include:</i></p> <ul style="list-style-type: none"> • Applied Computing • Biology • Business Management • Geography • Indonesian • Legal Studies • Music • Psychology <p>Electives <i>Students are invited to choose up to 3 of the following semester electives. These change according to student preference but currently include:</i></p> <ul style="list-style-type: none"> • Amazing Atoms • Bio Medical Science • Dollars & Sense • English Enrichment • Literature • French • Food Technology • A career in Health Sciences • Introduction to the Law • Media • Philosophy • VET: Information Technology (Cert III) • VET: Sports & Recreation (Cert III) • Visual Art • Visual Communication Design 	<p>Core Subjects</p> <ul style="list-style-type: none"> • English <p>Electives <i>Five VCE studies which may include a Unit 3 & 4 study</i></p> <ul style="list-style-type: none"> • Biology • Business Management • Chemistry • Food Studies • General Mathematics • Geography • Health & Human Development • History – 20th Century • Legal Studies • Literature • LOTE: French • LOTE: Indonesian • Mathematical Methods • Media Studies • Music – Performance • Physics • Physical Education • Specialist Mathematics • Studio Art • Theatre Studies • Visual Art • Visual Communication Design <p>Unit 3 & 4 Electives <i>Students who fulfil set criteria may be eligible to study the following:</i></p> <ul style="list-style-type: none"> • Business Management • Data Analytics • Food Studies • General Mathematics • Geography • Indonesian • VET Information Technology (Cert III) • Music • Psychology • VET Sports & Recreation (Cert III) 	<p>Electives <i>Five VCE studies. You must include EAL /English and /or Literature in the five selected</i></p> <ul style="list-style-type: none"> • Art • Accounting • Biology • Business Management • Chemistry • English • Food Studies • General Mathematics • Geography • Health & Human Development • History – Revolutions • Legal Studies • Literature • LOTE: French • LOTE: Indonesian • Media Studies • Mathematical Methods • Music – Solo Performance • Physical Education • Physics • Psychology • Specialist Mathematics • Studio Arts • Theatre Studies • Visual Communication Design



Year 10

The core curriculum at Year 10 continues the student's preparation for VCE. Based on their experiences in the elective program in Year 9, some students may apply for permission to accelerate into Unit 1/2 studies as part of their Year 10 course. When students accelerate into VCE studies, the curriculum is prescribed by VCAA in each subject's Study Design.

Acceleration

Year 10 students are permitted to accelerate into a *maximum of two* (2) Unit 1/2 studies. Acceleration is not available in all subjects. The Curriculum Guide or Subject Selection Form lists subjects open to acceleration.

Year 11

The Year 11 curriculum is based on the VCE requirements as prescribed by VCAA in each subject's Study Design. Students are required to meet a range of outcomes to satisfactorily complete each unit of study. Each student's level of achievement is assessed through the completion of assessment tasks. Students will normally study six subjects in Year 11.

Acceleration

Year 11 students are permitted to accelerate into a *maximum of two* (2) Unit 3/4 studies. Acceleration is not available in all subjects. The Curriculum Guide or Subject Selection Form

lists subjects open to acceleration. Students must fulfil the following criteria to be considered eligible for acceleration;

- Demonstrate talent in the subject area (where applicable).
- Motivation and sound organisational skills.
- Satisfy subject specific prerequisites (available from the relevant Head of Department).

Year 12

Students will normally study five Unit 3/4 subjects in Year 12. If they have completed a Unit 3/4 study as part of their Year 11 course, some students may choose to study four Year 12 subjects in their final year.

To satisfactorily complete Year 12 VCE, students are required to complete a range of outcomes as prescribed by the VCAA in the subject's Study Design.

These outcomes are assessed through School Assessed Coursework (SACs) or School Assessed Tasks (SATs). The scores for these pieces of work are assessed by the subject teacher based on the subject's Assessment Guide. The scores represent the teacher's assessment of each student's level of achievement and are statistically moderated against examination results at the end of the year to determine the final study score.

Students are also permitted to undertake external studies during their VCE year. These may include other VCE subjects (eg LOTE, Philosophy), university courses or VET subjects.



Co-Curricular Activities

Introduction

As well as pursuing a varied and enriching academic agenda, our students are encouraged to participate in a wide range of cultural, community service and sporting activities. These activities celebrate our students' many and varied talents, increase their self-worth and provide some welcome relaxation time during a busy Senior School schedule.

Music

Music plays a central role in the cultural and educational aspects of a Huntingtower education. The benefits of music education are well known and scientifically proven to improve students' capacities across other curriculum areas. Music provides our students with experiences that enhance their senses of confidence, teamwork, memory, commitment, persistence, time management and concentration, all whilst being a fun, rewarding and challenging pursuit.

Our engaging classroom music program is centred around developing an informed appreciation and understanding of music. Music is present in the curriculum at each year level, culminating in VCE Music Performance, which caters for both solo artists and small groups across a variety of instruments and genres.

Many students take private instrumental, vocal and music theory tuition at the school. Lessons are offered within the school day with passionate and highly skilled private music teachers. Students are encouraged to rehearse on a weekly basis and regularly perform in one or more of the numerous ensemble types available at the school. There are bands, orchestras and choirs each which cater for all

levels of experience and age range. All enquiries about ensemble participation can be made by email music@huntingtower.vic.edu.au or in person with any of our friendly staff members in the Music Centre. Information about the music program can also be easily found on HT Connect.

Regular performances are a key feature of the music program, with opportunities for individuals and groups to play at music evenings, informal soirees, lunchtime concerts, House Performing Arts competitions, festivals, services and shows. When feasible, performances also take

School Production

Each year the school offers a musical or play to be involved in.

If your child looking to be part of the cast, auditions are available to all students and will begin in early Term 1. Additionally, if they are passionate about theatre but would prefer working behind the scenes, there are many ways they can be involved in production roles such as Costume, Set, Make-up, Lighting, Sound, Props and Backstage whilst gaining the opportunity to work with industry professionals.

If you have any questions, please do not hesitate to contact the Head of Drama and Productions, Mr. Trent Bockman.



Sport

In addition to an extensive classroom Physical Education program in Years 7 to 10, Sport is a compulsory part of the Huntingtower curriculum for all students. All students are to wear the correct Huntingtower Physical Education uniform which is available from the Huntingtower Uniform Shop.

The School holds sports carnivals for House competitions and participates in Interschool events with the Eastern Independent Schools Melbourne (EISM) sports association. As an EISM member, students in Years 7 to 12 take part in weekly interschool competition in a wide range of sports including:

Summer and Winter Sports for Year 7, Year 8/9 and Senior Include:

- Swimming
- Athletics
- Cross Country
- Indoor Cricket
- Basketball
- Soccer
- Softball
- Table Tennis
- Hockey
- Tennis
- Badminton
- Indoor Soccer
- Netball
- Volleyball
- Football
- Ultimate Frisbee

Training

Training is compulsory for all EISM teams (excludes Year 7s) and is held on Monday after school:

- **Year 8/9:** 3:15- 4:00pm
- **Senior:** 4:00-4:45pm

It is expected that students are punctual and wearing appropriate attire for their allocated sport.

Sporting awards

Colours and Sports Awards will be awarded to Senior students based on skill, attitude and attendance at training and games.

Awards

Awards for cocurricular involvement are presented throughout the year and based on a criteria that is sent to students in Term 1.

Students may receive certificates (7-10) or certificates, colours and honours (11-12) for exemplary service and performances.



Communication

Contacting the School

We encourage parents to contact the School with any areas of concern. The primary contact is the student's Mentor and then the Year Level Coordinator. The VCE Coordinator, Career Pathway Advisor and School Counsellors are also available for urgent matters, or to provide support to students and their families. Senior's matters can be directed to the Vice Principal (Ms M Beal).

Huntingtower appreciates all efforts made to contact staff. However, in order to meet the various demands of lesson preparation, corrections, meetings and workshops, staff are encouraged to respond to emails between the hours of 8.00am-4.30pm.

We aim to respond to emails within 24 hours on weekdays and 48 hours over the weekend. If the matter is urgent please make a time for an interview through the School office.

Key staff & teacher contact information can be found on HT Connect by first selecting the student and then 'Classes'.

Special Family Situations

We appreciate being informed of any changes to home situations, such as illness in the family, separation of parents, parents travelling etc. This enables our pastoral care staff and teachers to best meet the needs of our students.

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.

Website

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

Facebook & Instagram

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

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 within Consent2Go 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.



School Bulletin

The Huntingtower Bulletin is sent out every fortnight during term time by email and also published on the [school website](#).

The bulletin provides a summary of School-wide news and events, as well as class-specific information. As this provides an important form of communication it is important that parents take the time to read the bulletin.

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.

Photos

Huntingtower asks permission to use images of students. Permission is granted by parents through Consent2Go.

Parent Teacher Interviews

Parent Teacher Interviews are scheduled sessions to share your child's learning. For students in Middle School and Senior School, Parent Teacher Interviews are held during Terms 2 and 3.

All bookings for Parent Teacher Interviews are done online. Parent Teacher Interview dates are published on the school calendar.

Reports

Parents will be able to access a mentor, co curricular report and academic summary at the end of Semesters 2 and 4. This will take the form of a Mentor Report and include a sport report and cocurricular involvement list, accompanied by a Grade Sheet outlining the grades awarded in each subject. Feedback on overall Approaches to Learning will also be provided.

Grades with comments from individual subject teachers will be available throughout the year via the Learning Management System, HT Connect. For core subjects at least four comments on major assessment tasks will be available to parents each semester. This ensures that parents can monitor progress in a timely way, without waiting until the end of a semester.

In Term 1 each unit 3&4 subject will record both a grade and comment on HT Connect. Parents are encouraged to monitor these in preparation for the Parent Teacher Interviews.

Special Publications

The School publishes its 'Huntingtower News' magazine twice a year. This publication contains articles on school life and community news.

The School also releases a yearbook, the 'At Home Magazine' at the end of each school year.



Uniform & Presentation

Uniform

At Huntingtower student care and pride regarding appearance is important.

Students can wear uniform suitable for the weather conditions. There will be no set summer or winter uniform cycle.

Students may also select to wear school boardshorts and a rash vest (long or short sleeve) for internal based swimming lessons and house events. Students selected for external swimming events such as EISM will be required to wear the approved swimwear for the competition.

The music students who are members of the performing music ensembles will require long school pants for performances or the school skirt and tights.

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

In 2024 the school will begin the transition to one uniform for all students which includes piping on all blazers and navy school pants. Students in Years 8 and 9 will need to transition by the start of the 2027 school year.

The blazer must be the outer garment in public, whether the student is walking or travelling on public transport. When temperatures reach 30 degrees, students are notified that they may remove their blazers and ties for the remainder of the day including their journey home.

The Huntingtower Uniform Shop is the only official authorised supplier of the school uniform and is located on the school grounds next to the Music Centre. More information is available on [our website](#).

Please note: Students wearing the incorrect uniform are required to bring a note from a parent or guardian.

Uniform & Presentation

Secondary Academic

- School blazer
- School jumper
- School dress
- Navy pants
- Navy shorts
- Navy skirt
- Sky Blue short sleeved shirt
- Sky Blue long sleeved shirt
- Shoes (plain black, unpatterned, polished leather, laceup, low heeled)

Accessories

- Plain navy belt with silver buckle
- School tie
- School scarf (optional)
- Short black socks with pants. Navy/Black
- Knee high beige socks with shorts
- Short white socks (no branding) Turn over top.
- Opaque or woollen navy tights (with skirt)
- Pale blue or navy blue hair accessories
- School bag
- Sports bag
- Swimming bag

Secondary Sport

- Sport shoes
- HT navy sports shorts
- HT sports polo
- HT track pants
- HT rugby top
- HT sports jacket
- HT house polo shirt
- HT sports socks
- HT cap
- HT water bottle

HT Swimwear

- HT muscle back racing style bathers
- HT long/short trunks
- HT Board shorts (not for competition)
- HT rash vest - short or long sleeve (not for competition)



Sports Uniform

The correct sports uniform is to be worn at all P.E. lessons, sport events/competitions and out of hours sports training. If the correct sports uniform is not worn the student may not be able to participate.

For EISM games the correct Huntingtower uniforms must be worn for the student to take the field. This includes School bathers for swimming carnivals and house shirt, blue PE shorts and white socks for athletics carnivals.

Students are only permitted to wear their sports uniform to school on days when they are participating in inter-school sporting activities. These are:

- **Year 7** – Mondays
- **Years 8 & 9** – Thursdays
- **Years 10, 11 & 12** – Wednesdays

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, PDT, Food Tech and PE classes.

Presentation

Hair

Hair must be kept neat, clean, tidy and off the face and tied up if touching the collar. No half up styles are permitted. Hair should be of the student's natural colour and uniform in length. No noticeable change in style should occur.

Exaggerated hairstyles are not permitted (e.g. spiking, shaving or cutting parts of hair).

Shaving

Students must be clean shaven. Sideburns are to be narrow and no longer than the ears.

Makeup & Jewellery

Makeup, including eyelash extensions and nail polish / acrylic /gel /shellac nails, and jewellery, including religious icons are not to be worn with the school uniform.

No body piercings (including lip rings and nose rings) are allowed.

One set of plain stud earrings in gold or silver may be worn in lower ear lobes.

Tattoos are not permitted.

Shoes

Black lace up school shoes that are neat and polished.

School Bags

Only Huntingtower school and sports bags are permitted.



School Photographs

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

Students are required to wear their blazer (no non HT issue badges) and either the school dress / shorts / pants / skirt and shirt and tie if shirt is worn. Please note school dresses must be knee length. 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.

Students are not permitted to wear make-up or eyelash extensions.



Further Information

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.

Volunteering

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.

Child Safety

The School is committed to the care, safety and wellbeing of children and young people. As part of the School's commitment to the Victorian Government's Child Safe Standards, the School is required to collect, verify and record the volunteer's history of work involving children or young people. Huntingtower takes child safety very seriously and for this reason, volunteers are required to list their entire work history including any volunteer work involving children and young people.

The Working with Children Act requires that any person volunteering in child related work must have a valid 'Volunteer' Working with Children Clearance (WWCC). Huntingtower requires all school volunteers to have a current WWCC.

Further information is available from [our website](#)

If you require assistance, our Human Resources Team are available to support and answer any of your questions via volunteers@huntingtower.vic.edu.au.

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. If you are interested in being this person for the following year please go to the Parent Portal to lodge your interest. 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.



Further Information

Car Parking, Drop Off, Pick Up

There is limited parking on campus so please treat the pick up like you would at the airport, waiting till your passengers are ready before arriving and being prepared to circle around if they are not. For the safety of all staff, students and guests, please observe speed limits, all signs and/or staff directions while driving on campus.

Guidelines:

- Parents and any accompanying passengers are asked to remain in their cars.
- In order to promote traffic flow there is no parking in front of the Senior Gym.
- The internal horseshoe carpark is open before 9am and after 3pm for drop off and pick up only. Angled parking in the centre is not permitted.
- Access to handicap parking is in the internal horseshoe. But for student drop off or pick up, parents cannot get out of their vehicles.
- Drop off zones have a one minute time limit. Be prepared to circle around if your child is not ready so as to allow others to collect.
- At pick up students are asked to wait (with their siblings) in a spot prearranged with parents.
- ELC Parents please park in the Pool parking to bring your child down.
- Please consider off campus pick up or drop off where possible.

HT Kitchen (Canteen)

Lunch can be purchased from the Canteen (located on the outside of the MYC) each day during recess and lunchtime. Students are asked to order their lunch online before 9.00am 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](#).

Complaints

Huntingtower acknowledges an individual's entitlement to file a complaint and its obligation to establish a structure that facilitates the resolution of such complaints.

How Do I Make a Complaint?

Members of the School community can make a complaint to the appropriate staff member. This may be a general staff member, class teacher, Mentor, Year Level Coordinator, Head of House, Head of Wellbeing & Learning Enrichment, Vice Principals or Principal.

Curriculum complaints/concerns can be made to the Head of Curriculum or Deputy Principal.

Discipline/welfare concerns can be made in the first instance to the Class Mentor or Year Level Co-ordinator. This may be escalated to the Head of Wellbeing & Learning Enrichment, Head of House, or Vice Principal.

Related Documents

Child Safety and Wellbeing
Complaints and Grievances Policy

Travel Information

Huntingtower is conveniently situated in central Mount Waverley with its entrance at 77 Waimarie Drive. It is within walking distance from Mount Waverley Station and serviced by buses both on Stephenson and Blackburn Roads. It is an easy distance from the Waverley Road and High Street Road buses.



Keeping Safe

Hygiene Practices

Students are reminded:

- of the need for washing hands;
- to refrain from sharing stationery items;
- to refrain from sharing food and drinks;
- of the need for physical distancing.

Hand Sanitiser

Hand sanitiser is available at many locations around the School.

Equipment Sharing

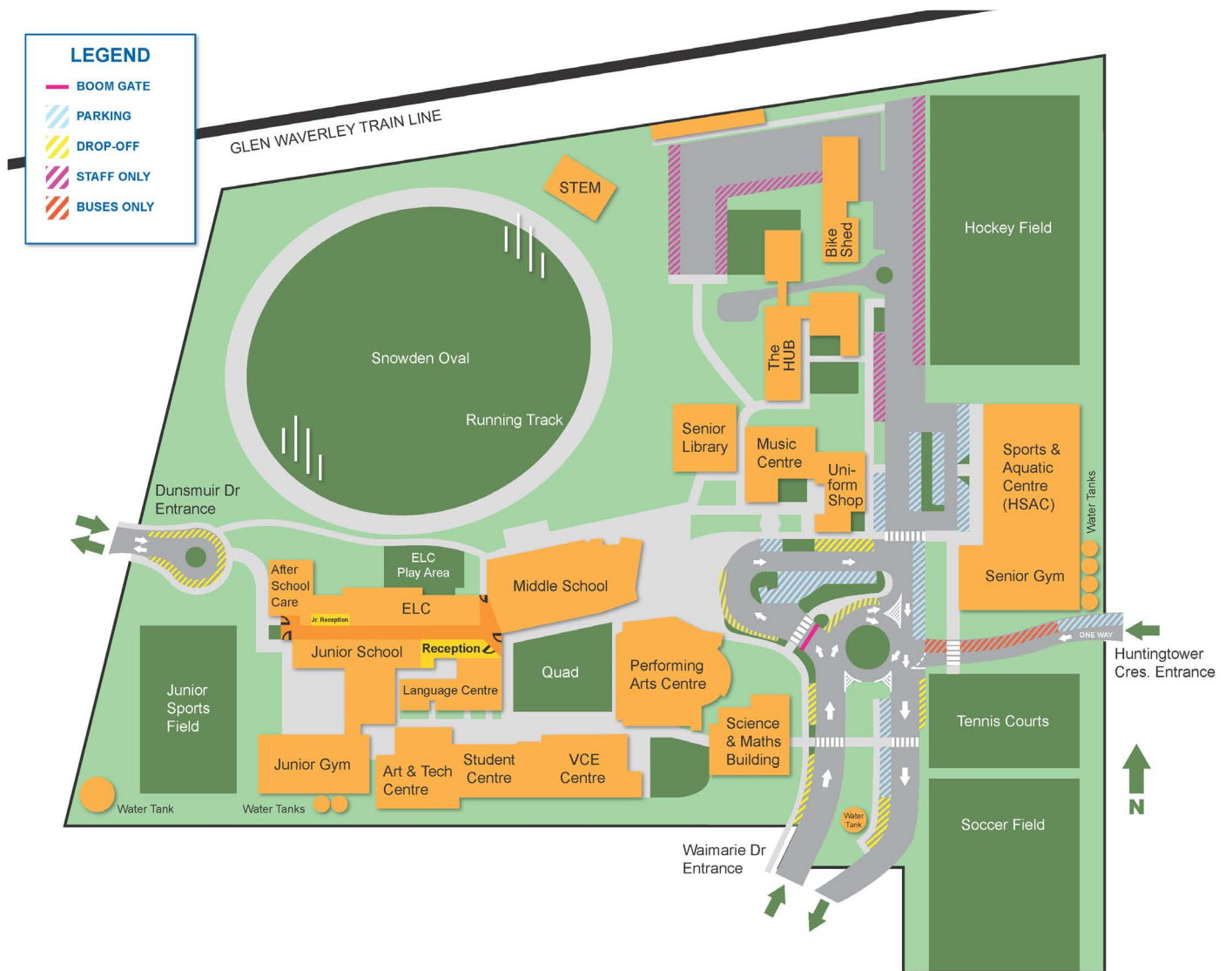
Students have been asked to bring their own stationery supplies and carry with them what they will need for each lesson.

Air Purifiers

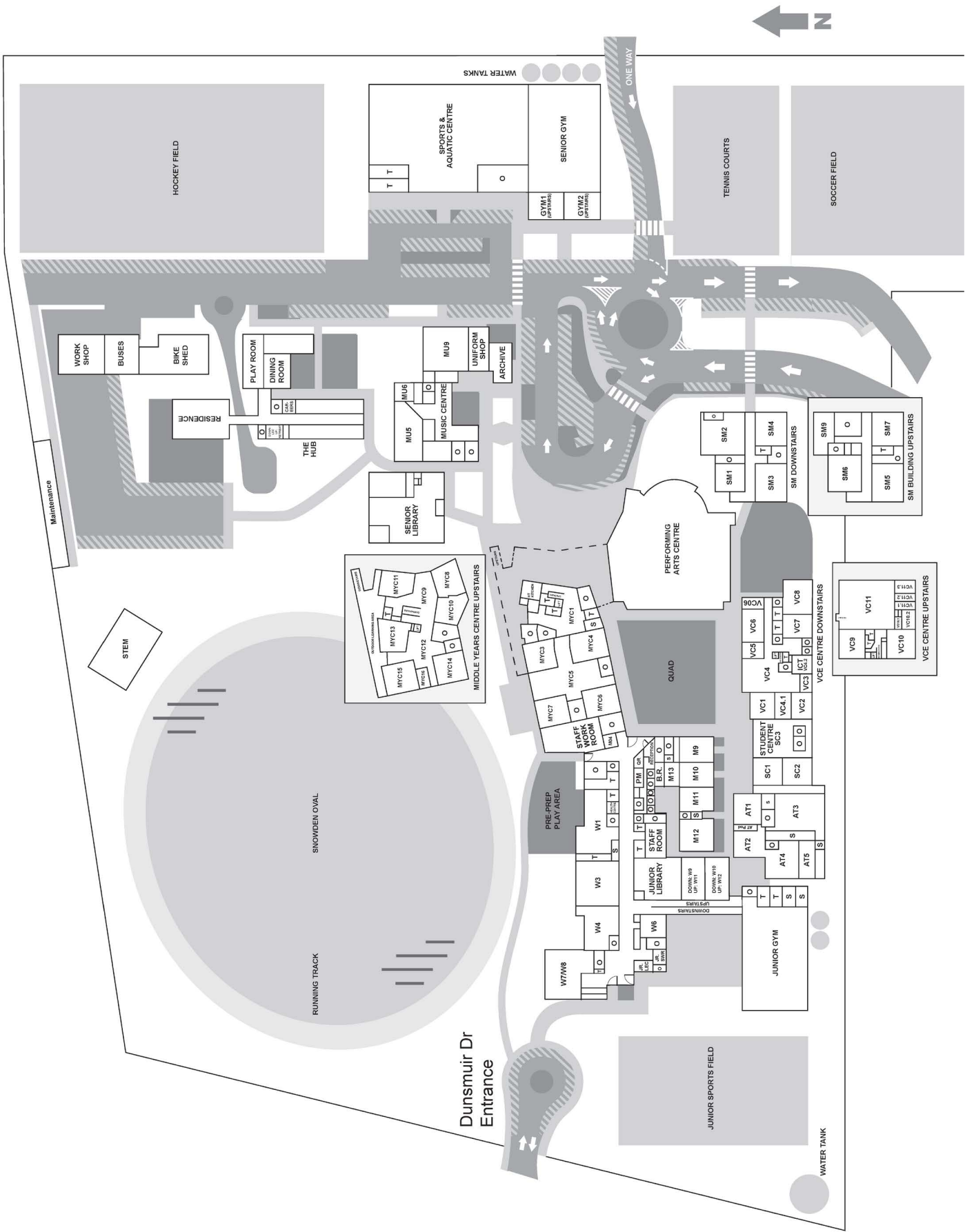
Air purifiers are located in classrooms throughout the school.



Campus Map




Room Map



School Communications

Quick-Reference Guide

Contact	Phone and Email   <p>Used to reach the primary contact in an emergency or for other personal matters.</p> <p>In an emergency, if unreachable, the secondary contact or emergency contacts will be notified.</p> <p>Please ensure all contact details are up to date via Consent2Go</p> <p>School Office Phone: 03 9807 8888</p>	Absences <p>From Huntingtower SMS will be used to alert parents to student absences.</p> <p>To Huntingtower When a child is absent, please notify the School via one of the following:</p> <ul style="list-style-type: none"> • HT Connect App: Absentees; or • Email: absences@huntingtower.vic.edu.au 	HT Connect <p>For student and parent information updates, event reminders, the Bulletin, general news and contact from the School.</p> <p>Always check the HT Connect mobile app/website notifications for important information.</p>
	Consent2Go  <p>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.</p> <p>When your child requires permission to attend an event, e.g. excursion camp, sport, etc. you will receive an email from MCB Schools. This email will allow you to accept or decline the invitation and update your details.</p> <p>It is important that you add the email address admin@mcbschools.com to your safe email list in advance so that it doesn't go into your spam folder.</p>	HT Connect <p>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.</p> <p>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.</p>	HT Connect <p>Via the HT Connect dashboard</p> <ul style="list-style-type: none"> • Access book lists • Pay school fees • Book parent teacher interviews • Canteen orders (Flexischools) • Medical and family information updates
	Huntingtower Website  <p>Keep up to date on general school information.</p>	HT Bulletin  <p>Read the latest issue of the HT Bulletin to keep up to date with school activities such as upcoming events, school news, Parents & Friends news, etc.</p> <p>The Bulletin is sent by email or can be accessed through HT Connect.</p>	Facebook & Instagram   <p>Engage with the Huntingtower community via updates, news, events and photos from the School.</p>



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