

# Information for Parents Middle & Senior School Years 7 to 12, 2019



## HUNTINGTOWER

Co-Educational Day and Boarding School





# WELCOME

Welcome to the Middle & Senior School. I hope that this booklet provides you with the information you need to help your child in their transition.

Huntingtower endeavours to:

- Maintain the highest possible academic standards whilst recognising the need to cater for a range of students
- Ensure a safe and well-structured educational setting which is designed to support students in their learning
- Provide strong pastoral support through the House system
- 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 through the co-curricular and academic programs
- Encourage good citizenship through sustainable practices and community service.

## History of Huntingtower

Huntingtower commenced as a co-educational boarding school in Huntingtower Road, Malvern in February, 1927. This makes it Australia's oldest co-educational boarding school. "Huntingtower" was the name of the original homestead erected in 1858 in 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.

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 demand that is made of each Huntingtower student: "Know thy true self".

## Christian Science

Huntingtower is founded on the principles of Christian Science. Christian Science is a recognised worldwide Christian religion. It was 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. It must be noted that no doctrinal instruction in 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 is respected at all times. Please also note that Christian Science has no connection whatsoever with Scientology.

## 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 in school experience by expressing the freedom from limitation to achievement available to everyone through the power and love of God. This results in very high standards of education at all levels, sub-primary, primary and secondary.

## 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 is important, as it encourages our 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 of their very best and we are proud of our VCE results, which are consistently amongst the highest in the state.

## Orientation

A two-day Orientation Program will be held for all students commencing Year 7, 2019, including Junior School students moving up from Year 6 on 25 & 26 October 2018. A separate letter outlining arrangements for the day will be sent to families. A Parent Information evening will be held on 1 November at 6.00pm in the Middle Years Centre.

## Date of Commencement

The academic year for 2019 will commence at 8.25am on Wednesday 30 January 2019. The day will start for Middle and Senior School students with a Commencement Assembly in the PAC at 9.00am.

## New Parent Evening

A Welcome Evening for new parents to Huntingtower and to the Senior School will be held at the beginning of each school year. An invitation will be sent at a later date.

## School Hours

The school day starts at 8.25am and finishes at 3.15pm except for Fridays when students begin at 8.45am and conclude at 3.40pm. 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. Students in Years 7-11 are encouraged to participate in at least 2 of these a week.

## Student Absences

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

- SMS 0412 790 238
- Telephoning the School reception, 9807 8888 before 9.00am
- Emailing [admin@huntingtower.vic.edu.au](mailto:admin@huntingtower.vic.edu.au) on the day of the absence as well as any subsequent absences.

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 letter or email, addressed to the Head of Middle School or Head of Senior School.

Students arriving late to school should be supported by a signed note or email from a parent and should report to the Main Reception to sign in.

## 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.

## Parent Portal

The Huntingtower Parent Portal can be a secure way for you to access your children's school details and update confidential details such as student medical and family details. The Parent Portal consists of five main sections: Announcements, School links, User Guides and Instructions, Students (useful information including timetables, past and current school reports and photos) and the School's Calendar. The Huntingtower Parents Portal can be accessed using one of the following methods.

- Huntingtower Parents Portal link on the Huntingtower School website home page. The link can be found on the lower right hand side of the school website homepage.
- Using the direct web address <https://parentportal.huntingtower.vic.edu.au>

To access the information, parents need to enter the default username and password provided by the School. After login to the Portal using the default password, parents can change the password by navigating to the 'Parent profile' page. If you are new to the portal, please download the Parent Portal User Guide for assistance. If you need any support or more information regarding the Huntingtower Parent Portal, please access the 'Contact Us' page.



## Consent2Go

Consent2Go brings together an integrated suite of services to assist and support schools in planning and conducting all types of events and excursions with the highest level of risk compliance. With a clear focus on ease of use, the system makes the administration of events and excursions a quick task for teachers and an easy approval for parents. No paper forms are required in this completely electronic excursion management system which means less hassle for everyone and a significantly increased level of security for our students' personal information. The accuracy and management of student health records is a critical process for Huntingtower. Government legislation in this space is placing further responsibilities on schools, while also requiring clear and consistent communication between schools and families to ensure that optimum care is provided for all students. Consent2Go allows Huntingtower to continue delivering the highest level of care on an amazing array of events and excursions for our students while remaining totally compliant with most updated safety and security requirements.

## Child Safety

In line with the Ministerial Order No 870, Huntingtower has created an Intranet page outlining our commitment to Child Safety. Within this page we have listed relevant Child Safety Policies, the Ministerial Order, Protecting our Children and Young People, Referral Pathways and much more. This page is available to all families and students to read and refer to if need be.

## Fee Information

Information regarding Tuition Fee, Boarding Fees, optional programs and trips your child may involve themselves in can be found on the School Portal.

## Medical Matters

All parents of students at the school must complete and/or update annually their child's Medical History online on the Parent Portal and as medical situations change.

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 obviously infectious flu symptoms should be kept at home.

## 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 assists our pastoral care staff as well as the specialist subject teachers.

## Mobile Phones

Mobile phones may be brought to school. They may be used to make or receive calls during Recess or Lunch-time, only. They should be switched to message bank during lesson times and may not ring or vibrate during lessons or assemblies. Photographs or videos may not be taken. Infraction of this rule will mean that the mobile phone will be confiscated and a Parent or Guardian will need to arrange for its collection from the Vice Principal.

## 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. This is a **compulsory evening** for all students in Middle and Senior Years.

### Term 1

Wednesday 30 January	Students commence (Years 2-12)
Thursday 31 January	Students commence (Pre Prep-Year1)
Monday 11 March	Labour Day holiday
Friday 5 April	Term ends
19-21 April	Easter

### Term 2

Tuesday 23 April	Students commence
Thursday 25 April	ANZAC day holiday
Monday 10 June	Queen's Birthday holiday
Friday 28 June	Term ends

### Term 3

Tuesday 23 July	Students commence
Monday 19 August	Mid Term break
Friday 20 September	Term ends

### Term 4

Tuesday 8 October	Students commence
4 & 5 November	Mid Term break
Friday 6 December	Term ends

Term Dates 2019

# Communication

## Huntingtower to Parents

**Parent Portal:** Specific information for families such as news, events, uniform shop details and more can be found on the Parent Portal (<https://parentportal.huntingtower.vic.edu.au/>). The portal is a password-protected area that also contains specific information on your child.

**Bulletin:** Parents will need to go to the School Webpage or to the Parent Portal for the link to the School Bulletin. The Huntingtower Bulletin is published every fortnight during term time. The bulletin provides a summary of School-wide news and events, as well as class-specific information. It is important that parents take the time to read the bulletin.

**School Calendar:** The School Calendar is available on the School website. Please consult this page for important dates and activities happening at Huntingtower.

**School website:** The School website (<http://www.huntingtower.vic.edu.au/>) features general school information, news, photos and videos.

**Social media:** “Like” Huntingtower on Facebook to stay up to date with the latest news and events.

**Special Publications:** The School publishes its ‘HT News from Huntingtower’ magazine twice a year. This publication contains articles on school life and community news. The School also releases a yearbook, ‘At Home’, at the end of each school year.

**Firefly (Student Planner):** Students in the Secondary School utilise our online Learning Management System, Firefly, as their daily diary, homework and task planner. Homework and set tasks are created by the teacher through Firefly, which then emails the student about the requirements and due date for the work. Students are also able to set their own personal tasks and diaries through Firefly.

Parents can also receive notifications about any homework and set tasks, should they so choose to use the Firefly for Parents app. The combination of Firefly and the Parent Portal provides easy communication between parents, students and teachers. We encourage you to check and use frequently.

**Reports:** Parents will be able to access formal student reports via the Parent Portal at the end of Semesters 2 and 4. This will take the form of a Mentor Report, accompanied by a Grade Sheet outlining the grades awarded in each subject. There will also be some feedback on overall Approaches to Learning from each subject teacher.

Comments and grades from individual subject teachers will be available throughout the year via the Learning Management System, Firefly. At least two comments on major assessment tasks will be commented upon during each term and these will be available to parents at the same time that the marks/grades of these tasks are released to students. This ensures that parents can monitor progress in a timely way, without waiting until the end of a semester.

**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. In Term 4 we also hold Student Led Conferences for Years 7, 8 & 9.

All bookings for Parent Teacher Interviews and Student Led Conference are done online. Details will be made available closer to the dates.

## Parents to Huntingtower

We encourage parents to contact the School with any areas of concern or for advice. The primary contact is the student’s Mentor or Year level Coordinator, particularly in regards to pastoral care. The Head of Middle School, Head of Senior School, VCE Coordinator, Careers Educator and School Counsellors are also available for urgent matters, or to provide support to students and their families.

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-5.00pm. We aim to respond to emails within 24 hours. If the matter is urgent please make a time for an interview through the office.

**Contact Details:** It is important to keep the School updated about any new or changed family phone numbers, addresses or email contacts. These changes can be made by logging into the My Account section of the Parent Portal.



Creativity, flexibility and resourcefulness are key attributes of a Huntingtower education.

## Need to Know

### Booklist

Our Book list supplier is Champion Education (Australia) Pty Ltd, 170-180 Rooks Road, Vermont. Book lists are distributed during Term 4 for the following year. All orders need to be completed online using the code provided on the paper copy of the book list and must be paid for at the time of ordering.

Pre-packed orders (for collection from school) will need to be placed prior to the date advertised on the book list. The Book collection day is advertised on the book list and is generally towards the end of January.

Late orders may be lodged at the Vermont store or via their Home Delivery Service, but this will involve an additional cost. Similarly, uncollected packages will be returned to the Champion store for individual pickup.

Please note: VCE novels will be available for early order to allow VCE students to read over the summer break. These orders will be delivered to school as advertised.

### Recycled Textbook Sale

Families will be given the opportunity to sell their second-hand textbooks in a 'Used Textbook Sale' prior to the Champion Book list closing date - towards the end of November. Instructions and textbook titles will be advertised early in Term 4.

### Houses

The Secondary School consists of four Houses. The Houses provide a structure for pastoral care, and they also compete in intra-school sports, cultural and music competitions throughout the year.

The Houses are:

**Bruce:** This house was named after the Bruce Family, benefactors who have a long association with the School.

**Mather:** 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:** Named in recognition of the Rayner sisters, who were strong supporters and benefactors of the School and instrumental in the development of children's theatre in Australia.

**Warrell:** The house was named after Mr B.L. Warrell, a Huntingtower Teacher of long-standing and Principal from 1973 to 1975.

### ICT

All students are issued with an iPad early in Year 7 for use in the Middle Years. The iPad collection date will be advised through the Parent Portal. A separate letter outlining arrangements for each Year level will be sent to families. Students and parents will also be made aware of the rules, cybersafety guidelines and the appropriate use of their student iPad.

Please note: iPad insurance will be an additional cost and will be included in your Term 1 School Fees. Students who require hardware/software support for any school supplied iPad/computer/laptop can bring it to the ICT department located in room VC4.2. Please note only limited support is provided for non-school devices.

In Years 10-12 the School operates a BYOD (Bring Your Own Device) Policy. While it is acceptable for students to use their iPads in Year 10, they must have their own laptops for Years 11-12.



## Huntingtower Parents and Friends

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 in the School environment. 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. We encourage all parents to contribute to the Huntingtower life.

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

## Lockers/Combination Padlocks

Lockers for books and sports clothes will be 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.

## Lunch

Lunch can be purchased from the Canteen (located on the outside of the MYC) each day during recess and lunchtime. We ask students 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 website Flexischools ([www.Flexischools.com.au](http://www.Flexischools.com.au)). For Parents and Students to be able to login to Flexischools you will require the student's Huntingtower student number.

## Sunsmart

The School will assist students to gain an understanding of appropriate behaviours related to protection against the harmful effects of the sun. Students are actively encouraged to use sunscreen when they are involved in outdoor activities in Terms 1 and 4. During this time, they will be required to wear hats for Physical Education classes, sports training and matches in the summer season.

## Uniform

At Huntingtower student care and pride regarding appearance is important. The blazer must be the outer garment in public, whether the student is walking or travelling in a vehicle. On hot days, the shirt for boys and the dress for girls may be the outer garment, but never the school jumper. The tie must be properly fastened with the top button done up. Students will be notified as to the change-over time between summer and winter uniforms. 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. For the hours and more information in regards to the Uniform Shop please refer to the 'Your School' tab on the Huntingtower website.

*Please note: Students wearing the incorrect uniform are required to bring an explanatory note from a parent or guardian. Any students not following the correct uniform standards will not be able to participate in extra curricular activities such as excursions and sports matches.*

## Presentation

Hair must be kept neat, clean, tidy and off the face. It should be a natural, uniform hair colour. No noticeable change in style should occur. Exaggerated hairstyles are not permitted (eg. spiking of hair or shaving parts of hair).

Boys: Well-groomed and off the collar, ears and face.

Girls: Tied back (if it is below the collar in length) and neatly secured with plain clips, a navy or light blue ribbon, tie or scrunchie.

Shaving: Boys will be clean shaven. Sideburns are to be narrow and no longer than the ears.

Shoes: Neat and polished, black lace up school shoes.

School bags: Only Huntingtower school and sports bags are permitted.

## Make-up and Jewellery

Make-up and Jewellery, including religious icons are not to be worn with the uniform. No body piercings (including lip rings and nose rings) are allowed. One set of plastic studs may be worn in ear lobes. Tattoos are forbidden.

## 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 in Stephenson's and Blackburn Roads and an easy distance from the Waverley Road and High Street Road buses.

## Vehicles

Year 12 students wishing to drive a vehicle to school must seek permission from the Principal or Vice Principal for a license to be obtained. All speed limits must be adhered to. Students must park in the adjacent Waverley Gymnastics carpark.

## Car Parking, Drop Off, Pick up

For safety and to assist vehicle flow, please observe speed limits, all signs and/or staff directions for the safety of students.

Do not leave vehicles unattended or parked for prolonged periods in the Drop Off/Pick Up Zones and please move on if asked. Please also minimise unnecessary vehicle visits.

# HUNTINGTOWER SCHOOL CAMPUS MAP







## Cocurricular

### Music

Our classroom music program is extensive and creative. Music is an elective subject from Year 10, offering the opportunity to study the historical, theoretical and technological aspects of music, as well as composition and performance. VCE Music is offered for solo artists and groups across a variety of instruments and styles. Many students take private instrumental, vocal and music theory tuition at the School. Lessons are offered within the school day and out of hours, allowing music to become an important part of a student's journey at the School. Students perform in large ensembles (Concert Band, String Orchestra, Symphony Orchestra, Choir). For more information about tuition, please contact the Director of Music, or see the Director at the New Parent Orientation night.

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, festivals, services and shows. These musical performances provide a showcase for the excellent musical achievements of our ensembles from across the school.

### Performing/Visual Arts

Classroom Drama, an elective from Year 10, allows students the opportunity to explore dramatic skills and understand a range of performance and scripting styles. Drama students have the chance to showcase their talents in plays, musicals, performance evenings and assemblies. Students are encouraged to audition for annual school productions.

From Year 10, students can engage in electives including Visual Art, Visual Communication Design, Photography, and Media. Students learn practical skills and applications responding to creative challenges and questions of design and product use. Visual Arts students design and deliver incredible work using a broad variety of media and have the opportunity to showcase their work in both School and external exhibitions.

### 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. *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 sports: Athletics, Badminton, Cricket, Soccer, Softball, Swimming, Tennis and Volleyball

Winter sports: Basketball, Football, Hockey, Netball, Soccer and Table Tennis, Cross Country

All EISM matches are scheduled to commence at 1.30pm on a school day unless other arrangements have been made. *The School arranges student's travel and **welcomes** families to come along and show their support.*

Also offered: Bike Program, Triathlon, Snow Sports and Yoga.

All students are to wear the correct Huntingtower Physical Education uniform which is available from the Huntingtower Uniform Shop.

### Period 6

Period 6 is an extensive extra-curricular and support program offered by the School Monday-Thursday from 3.15-4.00pm. There are also lunchtime and some Friday activities available. At the start of each term a schedule of activities will be emailed to all parents. In 2018 there were over 90 options available. Students in Years 7-11 are expected to commit to two Period 6 activities a week.



## Address & Contacts

### **Huntingtower**

77 Waimarie Drive  
Mount Waverley  
Victoria 3149

### **Main Reception opening hours:**

8.30am - 4.30pm  
Telephone: 9807 8888  
Student absences: SMS 0412 790 238  
<https://parentportal.huntingtower.vic.edu.au/>

### **Boarding House:**

During school term time  
Telephone: 9831 9465

### **Uniform Shop opening hours during Term:**

Wednesday 3.30pm - 4.30pm  
Friday 12.30pm - 1.30pm & 3.30pm - 4.30pm  
Telephone: 9831 9432  
Email: [htshop@huntingtower.vic.edu.au](mailto:htshop@huntingtower.vic.edu.au)

### **Huntingtower Sports & Aquatic Centre (HSAC):**

HSAC Telephone: 9831 9490  
Email: [swimming@huntingtower.vic.edu.au](mailto:swimming@huntingtower.vic.edu.au)