

# HUNTINGTOWER

Co-Educational Day and Boarding School



## Huntingtower

International Student  
Handbook **2020**

**Huntingtower School**

77 Waimarie Drive, Mount Waverley, 3149  
Victoria, Australia

**Telephone:** +61 3 9807 8888

**Email:** [admin@huntingtower.vic.edu.au](mailto:admin@huntingtower.vic.edu.au)

**Web:** [www.huntingtower.vic.edu.au](http://www.huntingtower.vic.edu.au)

**Business Details**

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



# Table of Contents

Welcome to Huntingtower.....	4
Term Dates.....	7
Introductory Information.....	8
Health & Wellbeing.....	10
Curriculum Information.....	11
School Uniform.....	14
Canteen.....	15
Helpful Phone Numbers.....	16
Huntingtower Staff.....	17
English Language Proficiency Requirements.....	18
Enrolment Procedures.....	19
Campus Map.....	20
Room Map.....	21
Bell Times.....	22
Useful Websites.....	23
Period 6 Options.....	24
Unsatisfactory Course Complaints.....	30
Student Wellbeing Policy.....	31
Privacy Policy.....	35
International Student Flight Booking Request.....	39





# Welcome to Huntingtower

Huntingtower is located in the leafy suburb of Mount Waverley, Melbourne within walking distance of the Mount Waverley Shopping centre and the railway station. The School and Boarding House are set in spacious gardens and playing fields. Melbourne Airport is situated approximately 40km away, accessible by freeway. Melbourne's central business district is 30-45 minutes away, accessible either by train or car.

International Students at Huntingtower have the opportunity to learn in a school which offers many interesting and enjoyable activities. Of course, there is the VCE and other academic subjects, besides these,

students can also participate in many different sports, music, chess, debating, drama and clubs.

At Huntingtower, we want our students to enjoy being at school and make the most of their secondary education. We also want our students to become good leaders and responsible, confident young men and women.

Huntingtower is a multicultural school, with its students and staff coming from many different backgrounds and countries. The purpose of this booklet is to give you some useful and important information about our school.





## Passport & Visa Information

Make sure your Passport Expiry date is after you finish your studies.

To study at Huntingtower you must have a current student visa and it is very important you understand its conditions. Please note that Huntingtower will closely monitor your visa conditions and is responsible for reporting any breaches of the conditions to Department of Immigration and Border Protection (DIBP) after counselling and written warnings are issued. Your Student Support Carer and parents will be notified immediately of any visa breaches. You will find the information on the following website helpful: [www.border.gov.au](http://www.border.gov.au)

Your International Student Visa entitles you to study in Australia. This visa has conditions which you must meet if you want to remain in Australia to study. You must meet 80% attendance, make satisfactory academic progress; stay only in approved accommodation (the Huntingtower Boarding House) and meet welfare requirements. You will be reported to DIAC if you do not meet any of these conditions. If this happens, you could have your visa cancelled and would have to return to your home country.

All students, regardless if they are over 18 years, are required to have a Student Support Carer if they do not live with their parents. Student Support Carers have a vital role in ensuring the care and well-being of the student while they are away from the School. In

essence, they assume the role of the parent and it is expected that they will provide the following services to the student:

- Regular contact with the student and visits once a month
- 24-hour emergency contact
- Representation on behalf of the parents and the student in all matters relating to academic performance, including parent teacher/student conferences and authorising attendance at cocurricular and extra curricular activities
- Assistance in moving to the homestay accommodation
- Organise transportation to and from the airport (if appropriate)
- Assistance with living away from home eg setting up bank accounts
- Health and medical guidance and transport to and from medical practitioners at times of illness. Where required, the Student Support Carer is also required to provide authorisation for certain medical procedures.
- Counselling support (in first language where necessary)
- Translation and assistance to parents in interpretation of school reports, fee payments and school procedures





## Accommodation / Homestay

Huntingtower is a boarding school and caters for up to 30 residents. It is staffed by House-parents and Supervisors who live-in with their families. Overseas students are required to have a Student Support Guardian, appointed by the School. The Student Support Carer must be at least 21 years old, of good character and have permission to reside in Australia until the student turns 18 or their Visa expires. The Student Support Carer is to attend the interview with the student and parents at the time of enrolment. The Student Support Carer is required to be able to communicate effectively with members of staff.

Overseas students are able to reside either in the Boarding House or with their parent. In the event of the student residing with a Student Support Carer who is not a parent or relative, the Principal must be satisfied with both the accommodation and the supervision arrangements that are to be provided. Any changes to the care arrangements after the student's arrival in Australia must have the approval of the Principal. Any person 18 years and over who resides with an overseas student in any home-stay accommodation and is not a relative is required to obtain a Police Check and Working with Children Check. Evidence of this document is to be supplied to the School before the student commences at Huntingtower.







# Term Dates

## Term Dates 2020

### Term 1

<b>Wednesday 29 January</b>	Students Commence (Years 2–12)
<b>Thursday 30 January</b>	Students Commence (Pre-Prep – Year 1)
<b>Monday 9 March</b>	Labour Day Holiday
<b>Friday 27 March</b>	Term Ends
<b>10 April – 13 April</b>	Easter

### Term 3

<b>Tuesday 14 July</b>	Students Commence
<b>Monday 17 August</b>	Mid-term Break
<b>Friday 18 September</b>	Term Ends

### Term 2

<b>Tuesday 14 April</b>	Students Commence
<b>Friday 25 April</b>	ANZAC Day Holiday
<b>Monday 8 June</b>	Queen's Birthday Holiday
<b>Friday 19 June</b>	Term Ends

### Term 4

<b>Tuesday 6 October</b>	Students Commence
<b>2 November – 3 November</b>	Melbourne Cup Holiday
<b>Friday 4 December</b>	Term Ends







# Introductory Information

## Contact Numbers

Mr Phil Grimm must always have a contact number for you.

**Phil Grimm:** 0423 158 954

**Boarding House:** 9831 9421

**School number:** 9807 8888

## Orientation

The student is interviewed by the Principal or delegates. At the interview, all school requirements are clearly identified and copies of school rules are provided to students. Students may be required to undergo entrance tests to establish their standard of English and Mathematics. Enrolled students are then given a tour of the school and receive relevant information about school programs.

Students are allocated to a House and a class mentor group and are introduced to the EAL teacher. A school counsellor is available to assist students experiencing difficulties.

## Dates for Departure & Arrival

You are required to attend school for the full school year. This means that you must attend from the first day of each term until the last official day of classes or examinations. You must make sure of term dates before booking your flight tickets. Make sure that you return to school on the first day of the new terms. Complete a flight request booking form and have it signed by Ms Beal or Mr Grimm.

## Homestay Over the Holidays

International Students have the option of staying in Huntingtower approved accommodation during the holidays. Please inform the school of any arrangements you may make. You must have approval from the school before any commitment can be made.

Contact Mrs Tang if you experience any concerns or problems

## VCE

The Victorian Certificate of Education (VCE) is a certificate that recognises the successful completion of secondary education in Victoria. It is an outstanding qualification that is recognised around the world. The VCE provides pathways to further study at university, Technical and Further Education (TAFE) and to the world of work.

## VCAA

The VCAA is responsible for all the VCE courses, administration and examinations. The mission of the VCAA is to provide high quality curriculum, assessment and reporting that promotes individual lifelong learning.

## VTAC

The Victorian Tertiary Admissions Centre (VTAC) works as an application and administrative agency for all Victorian Universities and TAFE institutes. You will apply online through the VTAC website for all University and many tertiary courses.





## Valuables

Every student is assigned a locker at school and you are encouraged to keep your valuables safely secured in this during the day. While staying at the Boarding House please keep your valuable possessions in the safety box provided. You may also place these documents in the Boarding House central safe. Please speak to Mr Grimm if you would prefer this option.

## Concession

International Students must pay full fare on all public transport if over the age of 18. If you are found using a concession ticket, you will be fined by the Transit Police. DO NOT ask for student concession on public transport. ([www.metlinkmelbourne.cm.au](http://www.metlinkmelbourne.cm.au) and [www.vline.com.au](http://www.vline.com.au))

Please note: Up to the age of 17, you may travel using a Child's Myki.



## Email

On enrolling at Huntingtower the ICT Department allocate you a school specific email. This address will be used to coordinate your learning needs. You need to use this email while at Huntingtower.

## Laptop Program

On enrolment, students will be asked to select the type of laptop they prefer. These will be loaded with the necessary data ready for the first day of school. Students will take possession of laptops on their arrival at Huntingtower.

## Firefly

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.

## School Planner

Students are provided with a school planner that clearly outlines rules and expectations. You are required to record all classes, tasks and assignments in the planner.





# Health & Wellbeing

## Health Problems

Huntingtower has several trained First Aid staff who can treat students with minor health problems and injuries. If you feel unwell at school, you should go to the quiet room which is situated in the front office of the school. They may contact the Boarding House and arrange for you an early return to your room.

Students are required to notify the School of the name, address and telephone number of their medical doctor to enable any further medical assistance to be given if required or desired.

If you are sick or don't feel well, you might need to see a Doctor. Ask a supervisor at the Boarding House to arrange a doctor's appointment for you. The Medibank Private Card for International Students will entitle you to a partial refund of the Doctor's fee. Ask the Doctor for a Medical Certificate as this is required by the Department of Immigration. If you don't have a Medical Certificate for being absent, you could be in breach of your Visa conditions.



## School Counsellor

Student Welfare Counsellors are available at the school if you feel you are in need of additional emotional support. Please feel free to email the Counsellor [vclose@huntingtower.vic.edu.au](mailto:vclose@huntingtower.vic.edu.au) if you would like to make an appointment.

## Drinking Water

Drinking fountains are placed throughout the school. It is safe to drink water from these fountains and to fill up water bottles at any taps on the school grounds. It is safe to drink tap water in Australia.







# Curriculum Information

## Attendance

The Australian Government requires at least 80% attendance for International Students. If you can't come to school for any reason, you must ask your Boarding House Student Support Carer to contact the school office before 9.00am on the day, to explain the absence. Medical certificates and notes are required if your absence is 2 days or more.

If you come to school late, you must report to reception. You will receive a late pass to show your teachers. If you need to leave school early, you will require a note from the Boarding House supervisor granting you permission to do so. You will also need to report to reception and sign out.

## Minimum Qualifications for Entry to Each Year Level

For entry to a year level it is expected that students have successfully completed the previous year level in their home country. For example, students entering Year 7 should have successfully completed Year 6. In some instances, students are required to repeat a year level, particularly if the student is entering a senior level and has very little knowledge of English.

Students are expected to pass a majority of subjects in order to progress to the next year level. However, each case is reviewed on an individual basis.

English as an Additional Language (EAL) students undertake a modified program in Years 7 – 9. Reasonable progress is expected. In Years 10 and 11, EAL students must achieve pass standard assessments in all subjects with the exception of English, where a modified program may be attempted.

## Teaching & Assessment Methods

Teachers at Huntingtower use a variety of approaches to teaching. Teachers accommodate a range of learning styles within an ordered classroom environment. Students are encouraged at all times to strive for excellence.

All students from Years 7 – 11 sit internal examinations during the year. The results for these examinations, combined with tests, assignments and homework are used to determine the semester's results.

## Course Selection

At enrolment, overseas students will be offered a place and a choice of subjects which are available for the relevant year level. Students will then make their course selection based on this information. If there is a change in the School's timetable, where the original selection cannot be provided, students will be given a full refund of any course fees that have been paid in advance.

The academic progress for students in Years 7 – 9 is supervised by the Head of Middle School and Vice Principal of Academics.

In Year 10, 11 and 12 the academic progress is supervised by the Senior School Vice Principal, who in consultation with the Careers Advisor make suggestions for appropriate subject choices. This is done taking into consideration students' academic strengths and weaknesses and their career choice. Where possible parents are notified about relevant issues.

A Careers Advisor is on hand to give advice to Year 11 and 12 students about the courses available at Victorian and interstate universities. Students are assisted in the preparation of their applications for entry to university and applications lodged on their behalf for Victorian institutions.



## Mentor & UP

Mentor takes place 3 times a week on a Monday, Wednesday and Thursday. This represents a good time to get to know people in your Mentor group and develop sound study skills. UP takes place once a cycle. This may occur either in your Mentor groups or as a Year level. The aim of this session is to work on social and wellbeing skills.

## Period 6

Period 6 represents an opportunity for you to become part of the many clubs and activities Huntingtower offers. There is a wide range to choose from, including Duke of Edinburgh, Chess and Debating as well as musical opportunities such as the HT Choir and orchestra.

Many clubs award Certificates of Merit or Colours for active participation. In addition to extra-curricular opportunities, Period 6 also offers a range of academic support. These are distributed throughout the week and you are advised to consider the Period 6 schedule of events to check the times relevant to you.

Students in Years 7-11 are expected to participate in at least 2 period 6 activities a week. In Year 12, students may choose to participate in 1 only.

## Assemblies

Either a House or Mentor Assembly takes place every Tuesday from 11.59am-12.19pm. As each House has a different venue, you should check the daily notices to find out where this is held.

Every Friday from 12.18pm-12.48pm, a Principal's Assembly is held in the PAC. It is important that you wear your blazer to the Principal's Assembly.

## Study Hall

If you have a Study Hall on your timetable, that means you have no class for this period. You need to report to the assigned classroom for this lesson for private study. If you need to use the library or one of the specialist rooms at this time, then please ask permission from the supervising teacher.

You might receive an additional Study Hall on a Wednesday and/or Thursday afternoon if you are unable to complete assigned tasks on time. This is an opportunity for you to work in supervised silence and will assist you in managing your academic progress.

## Misdemeanour Mondays

If you are regularly late to class, fail to wear the correct school/sport uniform or behave in an inappropriate manner, you will be asked to attend Misdemeanor Monday with the Senior School Vice Principal.





## Music Lessons

At Huntingtower you have the opportunity to be involved in a number of choirs and orchestras at no additional cost. You may also compete in a range of additional Eisteddfods. The Music Department also offers the opportunity to study a range of musical instruments. If you have a special interest in any of these please contact the Music School.

## Sport

Every student at Huntingtower is expected to do sport. You'll be placed into teams based on your sport level. There is also an extensive skills program in place for when the sport season ends.

Sport training takes place on a Monday during Period 6. Huntingtower places a strong value on sport and it is recommended that you take the opportunity to participate, enjoy some exercise and mix with other students.

## House Competition

An important part of the Huntingtower Cocurricular activities is the House Competition. When you arrive at Huntingtower you will be assigned a House: Mather (blue), Bruce (red), Warrell (yellow) and Rayner (green). Throughout the year you will be expected to participate in the following House Carnivals: Athletics, Swimming, Music, Cross-Country, Debating and Chess.

## Pool

Students will be assessed for their swimming ability and if required will have lessons or squad sessions each week.

## Gymnasium

VCE Fitness is offered in the school weights area three times a week. The full supervised sessions are run by Results in Motion. If you would like to book a series of sessions, please contact Ms Beal.

## Library

The Huntingtower Library is open from 8.30am–5.00pm (Monday-Thursday) and from 8.30am– 4.30pm on a Friday. There are a number of quiet areas for you to study in and computers are available for personal use. The Library staff, Mrs Hamzi and Mrs Ciavarellai will be happy to help you.

## Huntingtower Heat

Huntingtower Heat is a basketball club based at Huntingtower. It offers the opportunity to play basketball at a variety of levels and has an affiliation with a sister school in America. If you are interested in playing basketball please contact either Rhonda Jenkin: 0419 372 825 or Cassie Goldsmith: 0411 357 899.



# School Uniform

## 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 Student Support Carer. Any students not following the correct uniform standards will not be able to participate in extra curricular activities such as excursions and sports matches.*

## Uniform Shop

If you require additional items of uniform you can purchase this from the Uniform Shop. The Uniform Shop is open on a Wednesday afternoon from 3.30pm-4.30pm and on Friday from 12.30pm-1.30pm and 3.30pm-4.30pm.

Direct Telephone number: 9831 9432.

Email: [htshop@huntingtower.vic.edu.au](mailto:htshop@huntingtower.vic.edu.au)

### Summer: Terms 1 & 4

#### Girls

School Blazer  
School Jumper  
School Dress (level with kneecaps)  
Short White Socks (purchase from uniform shop)  
Pale Blue or Navy Hair  
Accessories:  
• Scrunchie or Ribbons  
• Padded Head Band  
• Clasp

#### Boys

School Blazer  
School Jumper  
Grey Trousers  
Navy Walk Shorts  
HT Blue Short-Sleeved Shirt (min. 2)  
Knee High Beige Socks (min. 2)  
Short Black Socks with Trousers  
School Tie  
Plain Navy Belt with Silver Buckle

### Winter: Terms 2 & 3

#### Girls

School Blazer  
School Jumper  
School Skirt (level with kneecaps) OR  
Navy Trousers with Light Blue Long-Sleeved Shirt  
School Tie  
Opaque Navy Tights  
Pale Blue or Navy Hair  
Accessories:  
• Scrunchie or Ribbons  
• Padded Head Band  
• Clasp

#### Boys

School Blazer  
School Jumper  
Grey Trousers with HT Blue Long-Sleeved Shirt  
School Tie  
Plain Navy Belt with Silver Buckle  
Short Black Socks

### Sports Items

Sports Shoes  
HT Navy Socks  
HT Sports Polo  
HT Track Pants & Rugby Top  
HT Sports Jacket  
House Polo Shirt  
White HT Sports Socks  
HT Cap & HT Water Bottle  
Athletics & Basketball Singlets  
Sports Bag (large or extra large)  
Bathers:  
• Girls HT 'Muscle-Back' style  
• Boys HT racing style  
• School board shorts may be worn except in competitions

### Common Items

Plain black, unpatterned, polished leather, low-heeled school shoes  
HT School Bag (compulsory)  
HT School Scarf (optional)  
  
**Specific Sports**  
Netball: Netball dress, navy boyleg briefs  
Cricket: Whites (Senior Boys)  
Soccer: Soccer top, socks & soccer boots  
Football: Football jerseys, socks  
Hockey: Socks



# Canteen

## HT Kitchen

The school canteen (HT Kitchen) is open at recess and lunch times. There are a range of foods you can choose to purchase. A full price list is available on the website. If you would like to place a lunch

order, you need to submit this before 9.00am on the day. If you would like to establish a credit system with Huntingtower Canteen you will need to use the Flexischools app.



### Simplify your day.

Our school now has Flexischools for online ordering and cashless payment.

From your mobile or desktop:





### The simple way to order and pay.

Flexischools is the fast and secure way to order and pay for canteen.



**CASH FREE,  
HASSLE FREE**



**PAY ANYWHERE,  
ANYTIME**



**SAFE &  
SECURE**

Take advantage of this convenient new service. Go to **flexischools.com.au** and click **register**.

[← LOGIN](#)[REGISTER →](#)



#### STEP 1: Register for Flexischools

\*Add your student and their year level to get started.



#### STEP 2: Top-Up your Account

\*Choose from Visa, Mastercard, PayPal or direct deposit.



#### STEP 3: Order and Pay

\*Select from a range of customisable options on your school menu.



#### STEP 4: Review Orders

\*Set a recurring order, view transaction history or cancel an order via your Flexischools login.



# Helpful Phone Numbers

## Police, Ambulance & Fire

Emergency telephone: **000**

Free call for non-urgent police matters telephone **9247 6666** (cost of a local call)

## Crime Stoppers

If you see anything suspicious or witness a crime, contact Crime Stoppers.

Telephone **1800 333 000** (Free call).

## Lifeline Australia

Immediate expert health information and advice. If you are feeling homesick or depressed contact Lifeline for professional and confidential counselling and assistance. <https://www.lifeline.org.au> or telephone **13 11 14** (Free call)

## Medicine Line

Independent, accurate information about prescribed and over-the-counter medications.

Telephone **1300 999 763** (Cost of a local call)

## Health Services & Ideas

Providing reliable health information. Fact sheets can be found on most medical conditions.

<https://www.betterhealth.vic.gov.au>



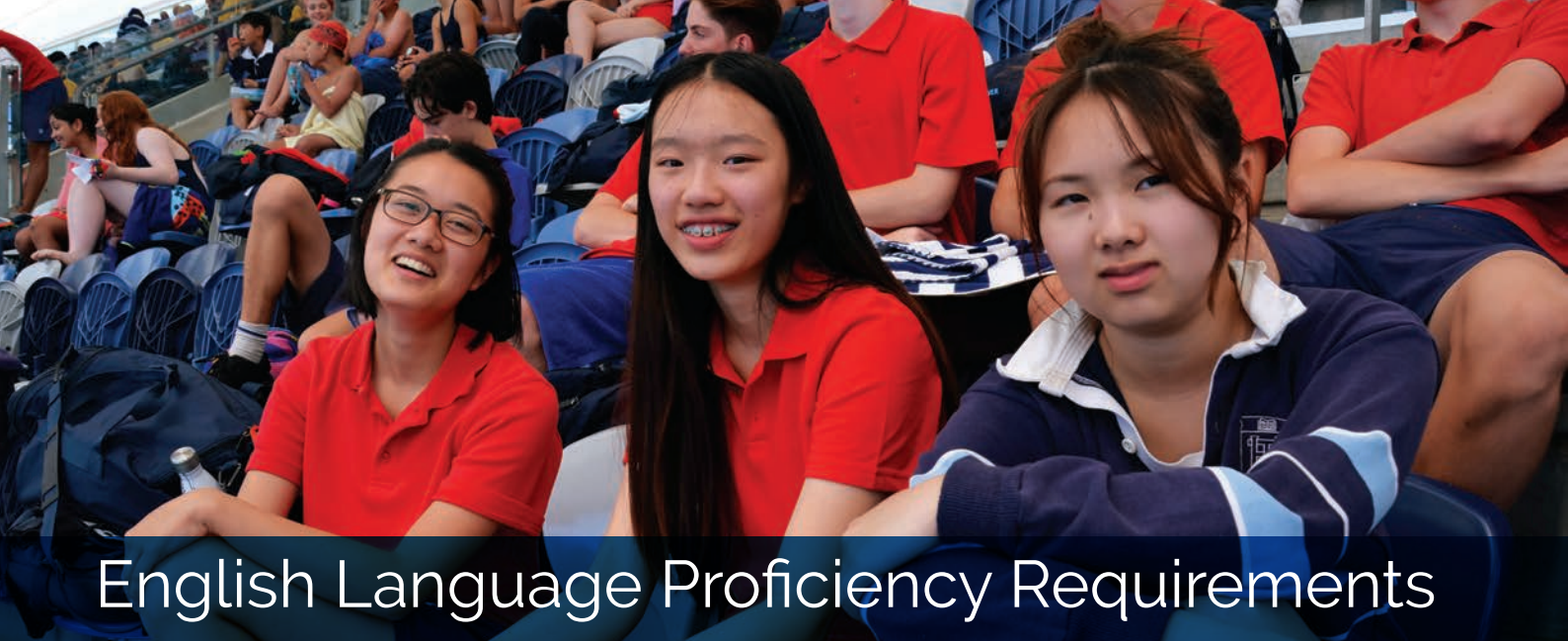


# Huntingtower Staff

## Key Contacts

Title	Name
Principal	Mr A Houghton
Vice Principal (Acedemics)	Mrs S Christensen
Vice Principal (Students & Activities)	Ms M Beal
Director of Teaching & Learning	Mrs S Swan
Head of Middle School	Mrs S Tiepermann
Year 12 Coordinator	Ms M Beal
Year 11 Coordinator	Mr D Borbely
Year 10 Coordinator	To Be Confirmed
Year 9 Coordinator	Ms T Goddard
Year 8 Coordinator	Mrs C Cassidy
Year 7 Coordinator	Mrs T Reynolds
Careers Advisor	Mr P Rees
Head of Boarding	Mr P Grimm
Boarding House Staff	Mr R Jones, Mr J Davey, Mr C Jacobs, Ms S Dickson, Ms V Tsanaksidis
International Student Assistant	Ms A Tang
International Student Ambassadors	To Be Determined
Subject Selection	Ms M Beal & Mrs S Christensen
Reception	Mrs J Hetherington, Mrs J Lean & Ms J Lovel
Head of Bruce	Ms C Buhagiar
Head of Mather	Mrs R Barron
Head of Rayner	Mr A Wroe
Head of Warrell	Mr L Parsons
Student Welfare Counsellor	Mrs V Close
Learning Enrichment	Mrs C de Graaf





# English Language Proficiency Requirements

Before undertaking a course at Huntingtower School intending students must prove their competence in the English language. This requirement is demonstrated by:

1. Students who can provide evidence from their school / institution that English has been the language of their instruction for their entire education, meaning that lessons in all subjects (other than foreign languages) have been conducted only in English.
2. Students who can provide a certificate stating they have satisfactorily completed an accredited ELICOS course in Australia.
3. Students who achieve satisfactory assessment under the Australian Education Assessment Services (AEAS).

Students are required to sit for assessment tests in their own country. Centres are situated in Hong Kong, China, Malaysia, Thailand, Korea, Japan, Taiwan, Sri Lanka and Indonesia.







1. Contact your nearest AEAS centre to sit an assessment test.
2. The school will receive a report on the student from AEAS.
3. If the results are satisfactory the student will be sent an application form which should be completed and returned to Huntingtower.
4. On receipt of these, a 'Letter of Acceptance', 'Confirmation of Enrolment' and a 'Confirmation of Accommodation / Welfare Arrangements' will be sent to you. The 'Confirmation of Enrolment' will enable you to start procedures to obtain a Student Visa.
5. Overseas students are required to organise their own health cover. The student will need to show evidence of their health cover when applying for a Visa.
6. When the student has been granted a Student Visa, the enrolment deposit of \$3,500 is to be paid to Huntingtower to confirm the enrolment.

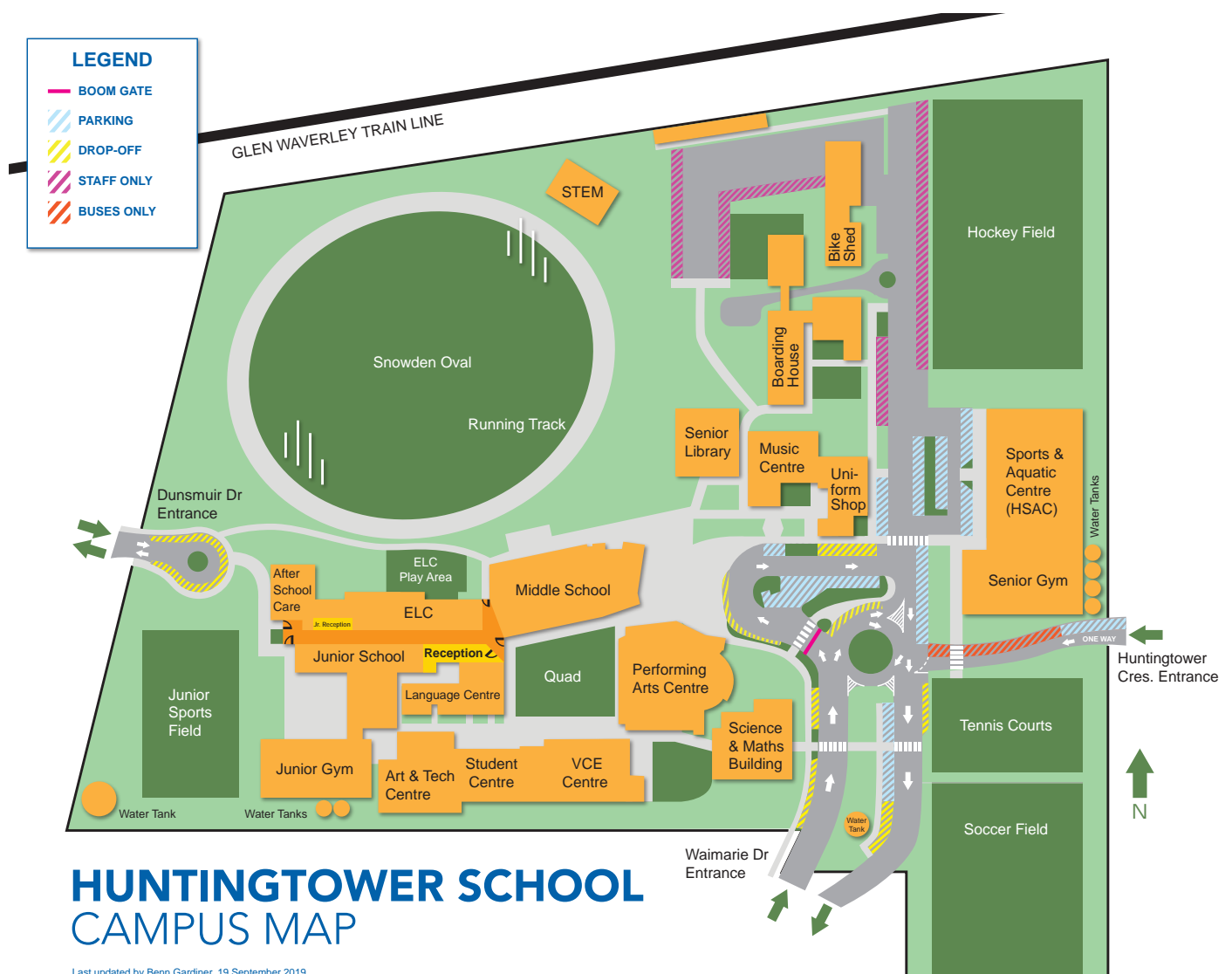
Please note: If the Australian Government refuses to issue a Visa to the student to enter Australia for study purposes, all monies will be refunded in full.





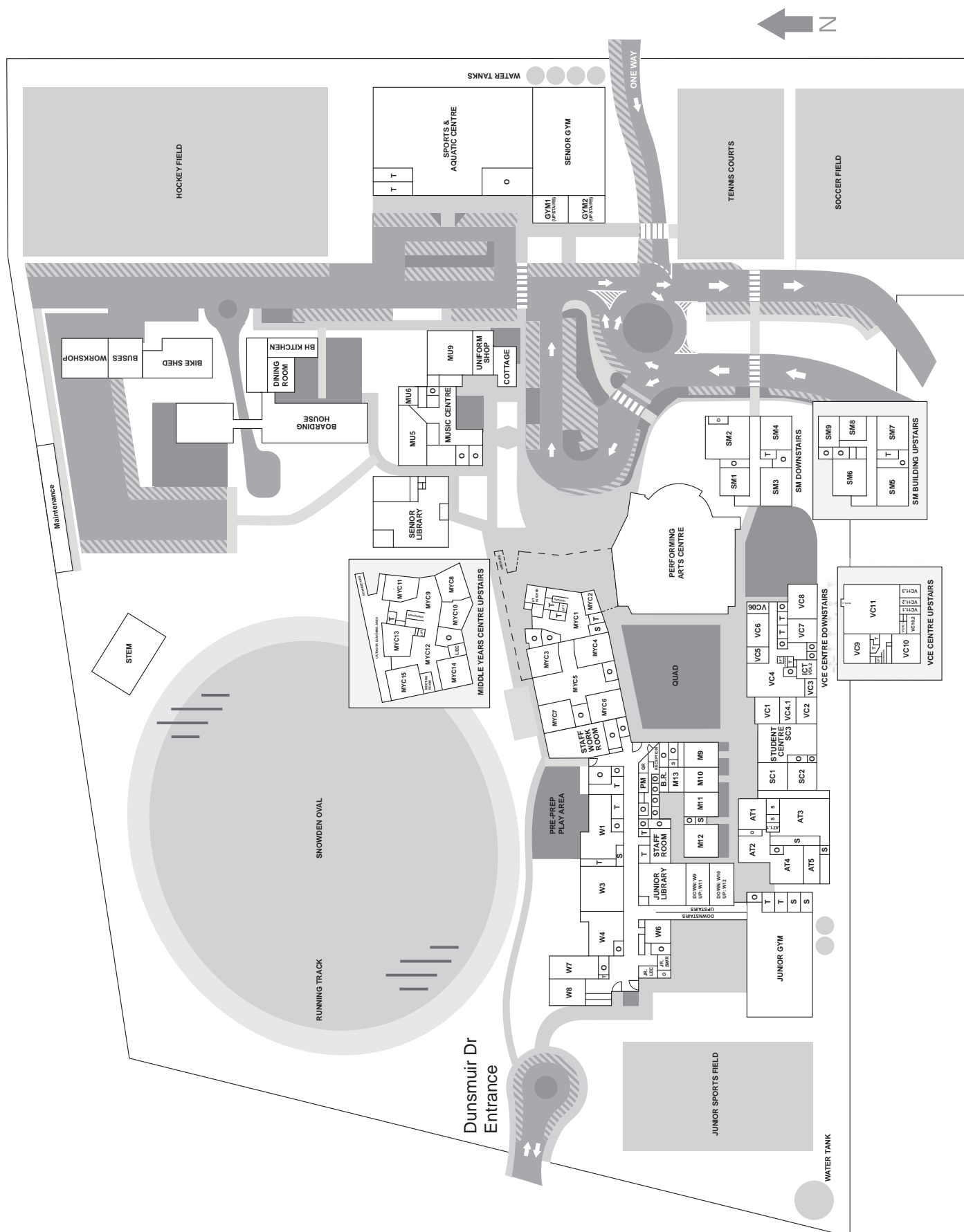


# Campus Map





# Room Map



# Bell Times

Monday			Tuesday			Wednesday			Thursday			Friday			
	Start	Finish	Length		Start	Finish	Length		Start	Finish	Length		Start	Finish	Length
P1	8.25	9.28	63	P1	8.25	9.28	63	P1	8.25	9.28	63	P1	8.25	9.28	63
P2	9.28	10.31	63	P2	9.28	10.31	63	P2	9.28	10.31	63	P2	9.28	10.31	63
Recess	10.31	10.56	25	Recess	10.31	10.56	25	Recess	10.31	10.56	25	Recess	10.31	10.56	25
P3	10.56	11.59	63	P3	10.56	11.59	63	P3	10.56	11.59	63	P3	10.56	11.59	63
Mentor	11.59	12.19	20	House/YL Assembly	11.59	12.19	20	Mentor	11.59	12.19	20	Mentor	11.59	12.19	20
Lunch	12.19	1.09	50	Lunch	12.19	1.09	50	Lunch	12.19	1.09	50	Lunch	12.19	1.09	50
P4	1.09	2.12	63	P4	1.09	2.12	63	P4	1.09	2.12	63	P4	1.09	2.12	63
P5	2.12	3.15	63	P5	2.12	3.15	63	P5	2.12	3.15	63	P5	2.12	3.15	63
P6	3.15	4.00	45	P6	3.15	4.00	45	P6	3.15	4.00	45	P6	3.15	4.00	45





# Useful Websites

## Huntingtower Website

<https://www.huntingtower.vic.edu.au/>

## University of Melbourne

<https://www.unimelb.edu.au/>

## Monash University

<https://www.monash.edu/>

## RMIT

<https://www.rmit.edu.au/>

## University of Sydney

<https://sydney.edu.au/>

## Australian National University

<https://www.anu.edu.au/>

## Immigration & Visa Contacts

<https://www.australia.gov.au/information-and-services/immigration-and-visas>

## Overseas Student Health Cover

<https://oshcaustralia.com.au/en>

## Australian Curriculum Assessment and Certification Authority

<https://www.acara.edu.au/>

## IDP Guide for Students

<https://www.idp.com/australia/our-students/>

## Information Privacy Principles Guidelines

<https://ovic.vic.gov.au/privacy/guidelines-to-the-information-privacy-principles/>

## Migration Agents Registration Authority

<https://www.mara.gov.au/>

## Study in Australia

<https://www.studyinaustralia.gov.au/>

## VCAA

<https://www.vcaa.vic.edu.au/>

## VTAC

<https://www.vtac.edu.au/>

## Tourism Australia

<http://www.tourism.australia.com/>



# Period 6 Options

## Monday Period 6 Options

Activity	Teacher in Charge	Location	Time
Magazine Committee (Year 10)	Mrs Power	AT1	3.15 – 4.00
Senior School Sport Training	Sport Teachers	Gym	4.00 – 4.50
Senior School Monday Misdemeanour	Ms Beal	VC10	3.15 – 4.00
VCE Accounting	Ms Wilson	VC2	3.15 – 4.00
VCE Biology	Mr Hamer	SM7	3.15 – 4.00
VCE Chemistry	Mrs Bos	SM9	3.15 – 4.00
VCE Computing & Informatics	Mrs Hender	SM4	3.15 – 4.00
VCE Food Studies	Mrs Dickson	SM2	3.15 – 4.00
VCE General Maths	Mrs Reynolds	SM1	3.15 – 4.00
VCE Further Maths	Mr Davies	VC1	3.15 – 4.00
VCE Indonesian Help	Ms Ardiyanti & Mr Survi	M11	3.15 – 4.00
VCE Maths Methods	Ms Lyrstis	SM1	3.15 – 4.00
VCE Physics Help	Mr Wroe	SM6	3.15 – 4.00
VCE Psychology Help	Mr Smale & Ms Alles	SM3	3.15 – 4.00
VCE Specialist Maths	Ms Lyrstis	SM1	3.15 – 4.00
Years 10 & 12 Music Theory	Mr Lim	MU4	3.15 – 4.00
Year 12 English Support	Mrs Christensen	VC9	3.15 – 4.00
Year 11 English Help	Mr Borbely	VC6	3.15 – 4.00
Year 11 General Maths Help	Mr Mazzaferri	SC1	3.15 – 4.00
Year 11 General Maths Help	Mrs Reynolds	SM1	3.15 – 4.00
Year 11 Visual Communication Design	Mrs Irving	VC5	3.15 – 4.00





## Monday Period 6 Options (Continued)

Activity	Teacher in Charge	Location	Time
Year 10 English Support	Mrs Christensen	VC9	3.15 – 4.00
Year 10 Maths Help	Mr Mazzaferri	SC1	3.15 – 4.00
Year 10 Science Help	Mr Hellard	SM5	3.15 – 4.00
Year 8 & 9 Maths Help	Mr Mazzaferri	SC1	4.00 – 4.45
Year 8 English Help	Mrs Beresford	MYC6	3.15 – 4.00
Year 7 English Help	Mrs Clarke	MYC7	3.15 – 4.00
Year 7 Maths Help	Mrs Deubel	MYC4	3.15 – 4.00
Year 7 Science Help	Mr Radisic	SM6	3.15 – 4.00

## Tuesday Period 6 Options

Activity	Teacher in Charge	Location	Time
Senior Choir (Years 9 – 12)	Mrs Sutton	Orchestral Room	3.15 – 4.10
Years 7 & 8 Choir	Mrs Hunter	Music Classroom	3.15 – 4.10
String Orchestra	Mr Van der Vis	Orchestral Room	4.15 – 5.30



## Wednesday Period 6 Options

Activity	Teacher in Charge	Location	Time
Middle School Homework Club	Mrs Tiepermann	MYC5	3.15 – 4.00
Middle School Misdemeanour	Mrs Tipermann	MYC6	3.15 – 4.00
Senior School Study Hall	Ms Beal	VC9	3.15 – 4.00
Middle School Orchestra	Mr Van der Vis	Orchestral Room	7.35 – 8.15
Dance Club (7–12)	Ms Wilson	Dance Studio	3.15 – 4.00
Guitar (7–12)	Mr Bowen	Music Centre	3.15 – 4.00
Debating	Mr McDonald	MYC8–15	3.15 – 4.00
VCE Business Management	Mr Shave	VC1	3.15 – 4.00
VCE Geography	Mr Jones	VC2	3.15 – 4.00
VCE Product Design Technology	Mr Pitt	AT3	3.15 – 4.00
VCE Psychology Help	Ms Pavey	VC3	3.15 – 4.00
Year 12 EAL Help	Mr Smale & Ms Alles	SM3	3.15 – 4.00
Year 12 EAL Help	Ms Pavey	VC3	3.15 – 4.00
Year 12 History	Mr Sankey	VC6	3.15 – 4.00
Year 12 French Help	Ms Morazzani	M10	3.15 – 4.00
Year 11 Physics Help	Mr Wroe	SM6	3.15 – 4.00
Year 10 Maths Help	To Be Advised	SM1	3.15 – 4.00
Year 10 Sports & Recreation Certificate II Help	Mrs Douglas	MYC7	3.15 – 4.00
Years 7–9 Indonesian Cultural Studies	Ms Ardiyanti & Mr Survi	M11	3.15 – 4.00
Year 8–9 French Help	Ms Morazzani	M10	3.15 – 4.00
Year 7–8 French Help	Mr Doxey	M9	3.15 – 4.00
Year 8–9 Maths Help	Ms Goddard	MYC10	3.15 – 4.00
Year 7–8 Robo Cup: Lego Competition	Ms Watson	Junior Library	3.15 – 4.00





## Thursday Period 6 Options

Activity	Teacher in Charge	Location	Time
Coding & Digital Technology Club	Mrs Hender	SM4	3.15 – 4.00
Concert Band	Mr Forsberg	Orchestra Room	7.45 – 8.20
Chess Club (7–12)	Mr Jones	VC2	3.15 – 4.00
Public Speaking	Mr McDonald & Mrs Goddard	MYC14	3.15 – 4.00
Senior School Chamber Choir	Mrs Sutton	Music Room	4.00 – 5.00
Middle School Homework Club	Mrs Tiepermann	MYC6	3.15 – 4.00
Study Hall	Ms Beal	VC9	3.15 – 4.00
VCE Biology	Mr Hamer	SM7	3.15 – 4.00
VCE Chemistry	Mrs Bos	SM9	3.15 – 4.00
VCE Indonesian	Ms Ardiyanti & Mr Survi	M11	3.15 – 4.00
VCE Legal Studies	Mr Sifris	VC1	3.15 – 4.00
VCE Literature Help	Mrs Lopez	VC5	3.15 – 4.00
VCE Physical Education Help	Mr Parsons	VC6	3.15 – 4.00
VCE Visual Communication Design Extension	Mrs Irving	AT1	3.15 – 4.00
Year 12 Maths Methods Help	Ms Lyrstis	SM1	3.15 – 4.00
Year 12 Specialist Maths	Ms Lyrstis	SM1	3.15 – 4.00
Year 12 Studio Art Extension	Ms Borlase & Mrs Power	AT4	3.15 – 5.00
Year 11 Economics	Mr Shave	MYC2	3.15 – 4.00
Year 11 Specialist Maths Help	Mrs Banerjee	SM1	3.15 – 4.00
Year 11 Maths Methods Help	Mrs Banerjee	SM1	3.15 – 4.00



## Thursday Period 6 Options (Continued)

Activity	Teacher in Charge	Location	Time
Year 10 Maths Help	Ms Lyrstis	SM1	3.15 – 4.00
Year 10 & 12 Media Help	Ms Ohlert & Ms Beal	VC10	3.15 – 4.00
Year 10 Studio Art Extension	Ms Power	AT2	3.15 – 4.00
Year 9–10 History Help	Mr Sankey	SC1	3.15 – 4.00
Year 9–10 French Help	Mr Doxey	M9	3.15 – 4.00
Year 7–10 Maths Help	Mrs Georgakopoulos	MYC4	3.15 – 4.00
Middle School Chamber Choir	Ms Blanfield	Ensemble Room	3.15 – 4.15
Year 9 Maths Help	Ms Goddard	MYC4	3.15 – 4.00
Year 9 Science Help	Mr Hellard	SM5	3.15 – 4.00
Year 9 English Support	Mrs Clarke	MYC7	3.15 – 4.00
Year 8 Maths Help	Mrs Cassidy	MYC3	3.15 – 4.00
Year 8 Science Help	Ms Mateer	SM5	3.15 – 4.00
Years 7–8 Robo Cup: Lego Competition	Ms Watson	Junior Science	3.15 – 4.00





## Friday Period 6 Option

Activity	Teacher in Charge	Location	Time
Senior Orchestra	Mr Van der Vis	Orchestra Room	7.45 – 8.40

## Lunch Time Options

Activity	Days	Teacher in Charge	Location	Time
Popular Culture Club	Mondays	Ms Denny	MYC14	12.20 – 1.05
Prop Box & Costumes	Last Monday of Every Month	Mr Survi	PAC	12.20 – 1.05
Chess Club	Tuesdays & Fridays	Mr Jones	VC2	12.20 – 1.05
Year 9 Book Club	Wednesdays (Day 9)	Mrs Hamzi	Library	12.20 – 1.05
Year 8 Book Club	Wednesdays (Day 3)	Mrs Hamzi	Library	12.20 – 1.05
Year 7 Book Club	Thursdays (Day 4)	Mrs Hamzi	Library	12.20 – 1.05
Year 7–9 Maths Help	Thursdays	Mrs Borbely	MYC14	12.20 – 1.05





# Unsatisfactory Course Complaints

The Process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.

- The student must notify the school in writing of the nature and details of the complaint or appeal.
- Written complaints or appeals are to be lodged with the Principal/other.
- Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course student has 20 days from the date of notification in which to lodge a written appeal.
- Internal complaints and appeals processes are available to students at no cost.
- Each complainant has the opportunity to present his/her case to the Principal/other.
- Students may be accompanied and assisted by a support person at all relevant meetings.
- The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal/other.
- Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- If the grievance procedure finds in favour of the student, Huntingtower will immediately implement the decision and any corrective and preventative action required.
- Huntingtower undertakes to finalise all grievance procedures within 15 working days.
- For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.
- If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.







# Student Wellbeing Policy

## A safe and nurturing culture for all children and young people.

### Introduction

The welfare of each child and young person studying at Huntingtower is the school's paramount concern. Huntingtower is committed to providing a caring, supportive and safe environment, in which all children and young people can learn and develop to their full potential, free from the risks of child abuse, bullying, victimisation and other forms of unacceptable or unlawful behaviour.

This Student Wellbeing Policy outlines the framework within which Huntingtower promotes and protects child safety and student wellbeing, and should be read in conjunction with:

- The Student Wellbeing – Staff Code of Conduct, which sets out the particular standards of behavior expected from Huntingtower school staff in relation to child safety and student wellbeing matters.
- The Student Wellbeing – Concerns Procedure, which sets out how concerns about child safety and reportable conduct may be brought to the school's attention, and will otherwise be dealt with. It also deals with the school's various reporting obligations.
- The Student Wellbeing - Responsible Student Behaviour Policy and Student Wellbeing – Responsible Student Behaviour Guidelines, which together set out the ways in which concerns about student behavior will ordinarily be dealt with.

### Values

Every child and young person studying at Huntingtower has a right to be safe.

Huntingtower recognises that many of its staff have a statutory duty under section 49O of the Crimes Act 1958 (Vic) to protect children studying at Huntingtower from any substantial risk that they will become the victim of a sexual offence committed by another person who is 18 years of age or more, or otherwise associated with the school.

Huntingtower also recognises its pastoral, moral and legal responsibility to create a nurturing school environment where children and young people are respected, their voices are heard and taken seriously, and where they are safe and feel safe. At all times, the ongoing safety and wellbeing of all children and young people will be Huntingtower's primary focus of care and decision-making.

Huntingtower will promote the inherent dignity of children and young people, and their fundamental right to be respected and nurtured in a safe school environment. This is particularly so for the most vulnerable children, including aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Huntingtower encourages children and young people to express their views and make suggestions, especially on matters that directly affect them.

Huntingtower will work to ensure there is a clear awareness of the difference between appropriate and inappropriate behaviour.

# Student Wellbeing Policy

Huntingtower will take prompt action on any concerns a child or young person may have and appropriately act on those concerns.

Huntingtower will strive for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of inappropriate behaviour that may compromise child safety or student wellbeing from occurring in the first place.

Huntingtower will respect the primary role of families, and their values and expectations will be considered.

## Commitment to Child Safety and Student Wellbeing

In order to fulfil our obligations regarding child safety and student wellbeing, Huntingtower makes the following commitments consistent with the above values:

### • Education and engagement

Creating a school environment that promotes child safety and student wellbeing is a process that involves active participation and responsibility by the school, families, volunteers and the school community. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices.

Every person involved at Huntingtower has a responsibility to understand the important and specific role he/she plays individually, and collectively, to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Huntingtower, in partnership with families, will ensure children and young people, are engaged and active participants in child safety and student wellbeing processes, particularly those that have an impact on their personal safety and wellbeing.

This means that the views of children, young people and families are taken seriously and their concerns are addressed in a just and timely manner. Children and young people will also be provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

Huntingtower will support and assist students who disclose child abuse or reportable conduct concerns, or who are otherwise affected by those concerns.

### • Implementing effective risk-management and employment practices

Huntingtower will systematically and continually identify and assess risks to child safety and student wellbeing and will eliminate (where practicable) or otherwise reduce all potential sources of harm.

Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices.

### • Employment decisions

Huntingtower is committed to using best practice standards in the recruitment of highly competent and professional staff who are shaped and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through employment and staff review processes and practices

The school operates safe recruitment practices including ascertaining the suitability of employed staff and volunteers in regulated activities. Checks will be generated through the disclosure of Victorian Institute of Teaching registration and/or through a Working with Children Check which is in line with current legislation.

## Policies and Procedures

- Huntingtower will have policies and procedures in place to demonstrate its commitment to child safety and student wellbeing, and the Principal will monitor the school's adherence to this Student Wellbeing Policy.

These policies and procedures will:

- ensure Huntingtower staff and other school personnel (including volunteers) behave in a manner consistent with child safety and student wellbeing as the school's paramount consideration;
- enable Huntingtower parents and students to understand, identify, discuss and report child safety and reportable conduct concerns;
- enable Huntingtower staff to respond to and report child abuse and reportable conduct concerns in accordance with their legal obligations and the school's policies and procedures (including in relation to mandatory reporting);
- ensure support or assistance is provided to children who disclose child abuse or reportable conduct



# Student Wellbeing Policy

concerns, or who are otherwise linked to suspected child abuse or reportable conduct; and

- ensure conflicts of interest are appropriately managed when concerns or complaints are made against Huntingtower staff or other personnel.

- Huntingtower will ensure that staff and other personnel receive appropriate induction and ongoing professional learning in relation to child safety and student wellbeing matters, including compliance with their legal obligations and the school's policies and procedures.

- **Confidentiality**

Appropriate confidentiality will be maintained at all times when dealing with child safety and student wellbeing matters, with information only being provided to those who have a right or need to know.

- **Compliance and Monitoring**

Huntingtower will stay up to date on legislation relating to child safety and student wellbeing matters, and will meet its legislative obligations.

- **Communication**

Huntingtower will communicate its policies and procedures regarding child safety and student wellbeing matters to staff, students, parents and the wider school community.

- **Child Protection Officers**

The Counsellors at Huntingtower will be the nominated Child Protection Officers (CPOs), and together with the Principal's leadership team will ordinarily deal with child safety and student wellbeing concerns, and ensure any mandatory reporting obligations are met and that adequate records are maintained.

CPOs are available to listen, discuss and clarify issues confronting individual staff, students or families in relation to child safety and student wellbeing matters.

## Definitions

For the purpose of all Student Wellbeing policies and procedures, the following definitions are used:

Behaviour that causes significant or serious **emotional or psychological harm** to a child or young person includes sexual offences, sexual misconduct, physical violence and significant neglect.

However, other types of behaviours can also cause significant emotional or psychological harm including,

for example, severe or sustained instances of:

- verbal abuse;
- coercive or manipulative behaviour;
- hostility towards, or rejection of, a child or young person;
- humiliation, belittling or scapegoating.

**Bullying** refers to repeated unreasonable behaviour towards a child or young person that poses a risk to that individual's health and safety. For further details, please see the Anti-Bullying Policy and Cyberbullying Policy.

Bullying behaviours can also involve unlawful discrimination, sexual harassment or victimisation.

**Child** means a child under the age of 18 years.

**Child abuse** includes:

- any act committed against a child involving a sexual offence, including grooming;
- the infliction, on a child, of physical violence or serious emotional or psychological harm;
- the serious neglect of a child.

**Grooming** is defined in the Crimes Act 1958 (Vic) and refers to communication, by words or conduct, between an adult and a child with the intention of facilitating the commission of a sexual offence involving the child.

Grooming may be identified by attempts being made at establishing an intimate relationship with, befriending or influencing a child (or, in some circumstances, members of the child's family). In this respect, grooming involves psychological manipulation that is usually very subtle, drawn out, calculated, controlling and premeditated (Victorian Parliamentary Inquiry 2013).

Grooming can occur online.

**Mandatory reporting** refers to legal requirements to report alleged behaviour compromising child safety or student wellbeing, including under the:

- Crimes Act 1958 (Vic)
- Child Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)

**Neglect** refers to an individual's failure to meet their obligations and responsibilities to keep a child or young person safe and well, and can include:

- supervisory neglect, which is the absence or inattention of a worker or volunteer which places

# Student Wellbeing Policy

the child or young person at risk of physical harm or injury, sexual abuse or allows other criminal behaviour to occur; and

- physical neglect, which is the failure to provide basic physical necessities for a child, such as adequate food, clothing, housing or medical attention.

**Physical violence** includes an act that causes physical injury or pain. Examples of physical violence can include:

- hitting, kicking and punching;
- pushing, shoving, grabbing, throwing and shaking;
- using an object to hit or strike;
- using inappropriate restraint/excessive force.

Physical violence does not include lawful behaviour. For example:

- reasonable steps taken to protect a child or young person from immediate harm, such as taking their arm to stop them from going into oncoming traffic; or
- medical treatment given in good faith by an appropriately qualified worker or volunteer, such as a senior first aid officer administering first aid.

Threats of physical violence that do not cause physical injury or pain may still amount to behaviour that causes serious or significant emotional or psychological harm.

**Reportable conduct** means:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded;
- sexual misconduct, committed against, with or in the presence of, a child;
- physical violence committed against, with or in the presence of, a child;
- any behaviour that causes significant emotional or psychological harm to a child;
- significant neglect of a child.

Significant means that the harm or neglect is more than trivial or insignificant. However, it need not be as high as serious and need not have a lasting permanent effect.

Conduct by a worker or volunteer may not be reportable conduct if it relates to a worker or volunteer:

- who has taken reasonable steps to protect a child from immediate harm;

- who has responsibility for discipline, and has taken lawful and reasonable disciplinary action (such as by sending a child to sit in 'time out' for a period of time, in line with school policy); or
- who is an appropriately qualified worker or volunteer who has given medical treatment in good faith, such as a senior first aid officer administering first aid.

**School Community** consists of all those who are directly and indirectly involved with Huntingtower, including students, parents and alumni, as well as businesses, charitable organisations and neighbourhoods that are interested in the wellbeing of the school.

**School Personnel** means any person employed or engaged by Huntingtower, and includes the Huntingtower Board, the Principal and any other teaching or other relevant staff, contractors, agents and volunteers.

**Sexual misconduct** includes behaviour, physical contact or speech or other communication of a sexual nature, inappropriate touching, grooming behaviour and voyeurism.

Examples of sexual misconduct include:

- developing an intimate relationship with a child or young person, for example, through regular contact with the child or young person without the knowledge or approval of the school;
- inappropriately discussing sex and sexuality with a child or young person; or
- other overtly sexual acts that could lead to the school taking disciplinary or other action.

**Sexual offence** means a sexual offence set out in clause 1 of Schedule 1 to the Sentencing Act 1991 (Vic), and includes sexual assault (including rape and attempted rape), indecent acts, possession of child abuse material, exposure to pornography, and grooming.

Any sexual activity between a child and an adult can be a sexual offence. In certain circumstances, sexual activity between children can also be a sexual offence, and also between two adults (particularly when one is a student).

**Victimisation** means treating a person unfairly or unreasonably because they, or someone associated with them, has made, or intends to raise a concern about child safety or student wellbeing, or who is otherwise involved or participates in a process under the Student Wellbeing – Reporting Concerns Procedure.





# Privacy Policy

## Introduction

In the course of Huntingtower's activities, we manage and protect personal information 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).

## Purpose

This policy outlines the circumstances in which we obtain personal information, how we use and disclose that information and how we manage requests to access and/or change that information. Under the NDB scheme, Huntingtower will notify individuals whose personal information is involved in certain data breaches and the Australian Information Commissioner.

## What is personal information and how do we collect it

Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, we may collect personal information from the individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant, visitors or others that come into contact with the School.

In the course of providing services, we may collect and hold:

- **Personal Information** including names, addresses and other contact details, dates of birth next of kin details, photographic images, attendance records, and financial information.
- **Sensitive Information** (particularly in relation to student and parent records) including government identifiers (such as TFN), religious beliefs, nationality, country of birth, professional memberships, family court orders, and criminal records.

- **Health Information** (particularly in relation to student and parent records) including medical records, disabilities, immunisation details, and psychological reports.

As part of our recruitment processes for employees, contractors and volunteers, we may collect and hold:

- **Personal Information** including names, addresses and other contact details, dates of birth, financial information, citizenship, employment references, regulatory accreditation, media, and driver's licence information.
- **Sensitive Information** including government identifiers (such as TFN), nationality, country of birth, professional memberships, family court orders, and criminal records.
- **Health Information** (particularly in relation to prospective staff and student records) including medical records, disabilities, immunisation details, and psychological reports.

Generally, we will seek consent from the individual in writing before we collect their sensitive information (including health information).

It is noted that employee records are not covered by the Australian Privacy Principles or the Health Privacy Principles where they relate to current or former employment relations between Huntingtower and the employee.

## Collection of personal information

The collection of personal information depends on the circumstances in which Huntingtower is collecting it. If it is reasonable and practical to do so, we collect personal information directly from the individual.

# Privacy Policy

## Solicited information

Huntingtower has, where possible, attempted to standardise the collection of personal information by using specifically designed forms (for example, an Enrolment Form or Medical Information Form). However, given the nature of our operations, we also receive personal information by email, letters, notes, via our website, over the telephone, in face-to-face meetings, through financial transactions and email monitoring.

We may also collect personal information from other people (for example, a third-party administrator, referees for prospective employees) or independent sources. However, we will only do so where it is not reasonable and practical to collect the personal information from the individual directly.

We may collect information based on how individuals use our website. We use 'cookies' and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisements which bring visitors to our website. This information is collected to analyse and improve our website and to record statistics on web traffic. We do not use this information to personally identify individuals

## Unsolicited information

Huntingtower School may be provided with personal information without having sought it through our normal means of collection. This is known as 'unsolicited information' and is often collected by:

- misdirected postal mail – letters, notes, documents
- misdirected electronic mail – emails, electronic messages
- employment applications sent to us that are not in response to an advertised vacancy
- additional information provided to us which was not requested

Unsolicited information obtained by Huntingtower will only be held, used and or disclosed if it is considered as personal information that could have been collected by normal means. If that unsolicited information could not have been collected by normal means, then we will destroy, permanently delete or de-identify the personal information as appropriate.

## Collection and use of sensitive information

We only collect sensitive information if it is:

- reasonably necessary for one or more of these functions or activities, and we have the individual's consent
- necessary to lessen or prevent a serious threat to life, health or safety
- another permitted general situation
- another permitted health situation

We may share sensitive information with other entities in our organisational structure, but only if necessary for us to provide our services.

## How do we use personal information?

Huntingtower only uses personal information that is reasonably necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by you or for an activity or purpose to which you have consented.

Our primary uses of personal information include, but are not limited to:

- providing education, pastoral care, extra-curricular and health services
- satisfying our legal obligations including our duty of care and child protection obligations
- keeping parents informed as to School community matters through correspondence, newsletters and magazines
- marketing, promotional and fundraising activities
- supporting the activities of School associations, such as Parents and Friends
- supporting community-based causes and activities, charities and other causes in connection with Huntingtower's functions or activities
- helping us to improve our day-to-day operations including training our staff
- systems development, developing new programs and services, undertaking planning, research and statistical analysis
- Huntingtower administration including for insurance purposes
- the employment of staff
- the engagement of volunteers

We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and the secondary purpose is directly related to the primary purpose.



# Privacy Policy

Huntingtower may disclose information about an individual to overseas recipients only when it is necessary, for example, to facilitate a student exchange program. Huntingtower will not, however, send information about an individual outside of Australia without their consent.

## Storage and security of personal information

Huntingtower stores personal information in a variety of formats including, but not limited to:

- databases
- hard copy files
- personal devices, including iPads and laptop
- third party storage providers such as cloud storage facilities
- paper based files

Huntingtower takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

These steps include, but are not limited to:

- restricting access and user privilege of information by staff depending on their role and responsibilities
- ensuring staff do not share personal passwords
- ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Staff access is subject to user privilege
- ensuring access to Huntingtower's premises are secured at all times
- implementing security measures around the School buildings and grounds to prevent break-ins
- ensuring our IT and cyber security systems, policies and procedures are implemented and up to date
- ensuring staff comply with internal policies and procedures when handling the information
- undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the APPs or a similar privacy regime
- the destruction, deletion or de-identification of personal information we hold that is no longer needed or required to be retained by any other laws

Our public website may contain links to other third-party websites outside of Huntingtower. Huntingtower is not responsible for the information stored, accessed, used or

disclosed on such websites and we cannot comment on their privacy policies.

## Responding to data breaches

Huntingtower will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to publicise the contents of this statement.

## Disclosure of personal information

Personal information is used for the purposes for which it was given to Huntingtower or for purposes which are directly related to one or more of our functions or activities.

Personal information may be disclosed to government agencies, other parents, other schools, recipients of Huntingtower publications, visiting teachers, counsellors and coaches, our services providers, agents, contractors, business partners, related entities and other recipients from time to time, if the individual:

- has given consent
- would reasonably expect the personal information to be disclosed in that manner

Huntingtower may disclose personal information without consent or in a manner which an individual would reasonably expect if:

- we are required to do so by law
- the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety
- another permitted general situation applies
- disclosure is reasonably necessary for a law enforcement related activity
- another permitted health situation exists

## Disclosure of your personal information to overseas recipients

Personal information about an individual may be disclosed to an overseas organisation in the course of providing our services, for example, when storing information with a 'cloud service provider' which stores data outside of Australia

# Privacy Policy

We will however take all reasonable steps not to disclose an individual's personal information to

- overseas recipients unless:
- we have the individual's consent (which may be implied)
- we have satisfied ourselves that the overseas recipient is compliant with the APPs, or a similar privacy regime
- we form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety
- we are taking appropriate action in relation to suspected unlawful activity or serious misconduct

## Personal information of students

The Privacy Act does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.

At Huntingtower we take a common-sense approach to dealing with a student's personal information and generally will refer any requests for personal information to a student's parents/carers.

We will treat notices provided to parents/carers as notices provided to students and we will treat consents provided by parents/carers as consents provided by a student.

We are, however, cognisant of the fact that children do have rights under the Privacy Act and that, in certain circumstances (especially when dealing with older students and especially when dealing with sensitive information), it will be appropriate to seek and obtain consents directly from students. We also acknowledge that there may be occasions where a student may give or withhold consent with respect to the use of their personal information independently from their parents/carers.

There may also be occasions where parents/carers are denied access to information with respect to their children because to provide such information would have an unreasonable impact on the privacy of others or result in a breach of the School's duty of care to the student.

## The quality of personal information

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up-to-date, including at the time of using or disclosing the information.

If Huntingtower becomes aware that the Personal Information is incorrect or out of date, we will take reasonable steps to rectify the incorrect or out of date information.

## Access and correction of personal information

You may submit a request to us to access the personal information we hold or request that we change the personal information. Upon receiving such a request, we will take steps to verify your identity before granting access or correcting the information.

If we reject the request, you will be notified accordingly. Where appropriate, we will provide the reason/s for our decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change and we will attach this to their record.

## Complaints

You can make a complaint about how Huntingtower manages personal information, including a breach of the APPs or the Health Privacy Principles, by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we may seek further information in order to provide a full and complete response.

If you are not satisfied with our response, you may refer the complaint to the OAIC. A complaint can be made using the OAIC online Privacy Complaint form or by mail, fax or email.

A referral to OAIC should be a last resort once all other avenues of resolution have been exhausted.

## Contacting us

If practical, you can contact us anonymously (that is, without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

## Changes to our privacy and information handling practices

This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website regularly for any changes.



# International Student Flight Booking Request

**Name:** \_\_\_\_\_

**Outgoing Flight:** \_\_\_\_\_

*Include day, date, time, flight, airline carrier*

**Incoming Flight:** \_\_\_\_\_

*Include day, date, time, flight, airline carrier*

In addition, can you please provide transport information to and from airport.  
If using a guardian, please specify.

\_\_\_\_\_

Permission from: please have the following staff members approve your request:

\_\_\_\_\_  
Ms Mel Beal  
*Vice Principal (Students & Activities)*

\_\_\_\_\_  
Phil Grimm  
*Head of Boarding*

\_\_\_\_\_  
Ms Ann Tang  
*International Student Support Staff – Students only need to get Ann's approval*





### **Huntingtower School**

77 Waimarie Drive, Mount Waverley, 3149  
Victoria, Australia

**Telephone:** +61 3 9807 8888

**Email:** [admin@huntingtower.vic.edu.au](mailto:admin@huntingtower.vic.edu.au)

**Web:** [www.huntingtower.vic.edu.au](http://www.huntingtower.vic.edu.au)

### **Business Details**

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