

HUNTINGTOWER

Early Learning to Year 12 Co-Educational School



Huntingtower

Junior School
Parent Handbook

Updated 13.10.2021

Huntingtower School

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Business Details

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



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Introduction

Welcome

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

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

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

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

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

Mr Tim Mahon
Head of Junior School

Christian Science

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

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

School Leaders

Principal
Mr Andrew Houghton

Head of Junior School
Mr Tim Mahon

Deputy Head of Junior School
Ms Sarah Cummins



Contact Details

Reception

Telephone: +61 3 9807 8888

Email: admin@huntingtower.vic.edu.au

Web: www.huntingtower.vic.edu.au

Address: 77 Waimarie Drive, Mount Waverley
Victoria, 3149

Junior School

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

After School Care (ASC)

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



Guidelines for Junior School Parents

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



- **Screen time.** We discourage students having screens (T.V. computers, iPads, phones) in their bedrooms as it encourages inappropriate amounts of viewing and creates impacts on sleep cycles.
- **Dinner discussion.** We encourage families to eat together and chat about the day's events in the community and the world at large. This is a perfect time to discuss your child's school day.
- **Friendship.** Your child may jump from one friend to another in Junior School, this is very normal, best friends make up and break up often. As a parent do not take it to heart or as a personal reflection on your child. Remember every story has two sides.

Welcome to Huntingtower Junior School!



Routines

Absences

General

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

Extended Student Leave

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

Late Arrival / Early Departure

Depending upon parents' access to the campus (e.g. COVID regulations), one of the two following processes would be followed:

1. Any student arriving after 8:25am should be signed in at Reception in order to receive a late slip then walked to their classroom by a parent. Students are encouraged to arrive by 8:20am in order to prepare for the school day. There is no supervision of students until 8:15am.
2. Park your car at the Dunsmuir Roundabout and contact the Administrative Assistant of Junior School by phone (+61 3 9831 9407). A staff member will meet your car at the roundabout and escort your child to class. As this process is very disruptive for our staff, please try to ensure students arrive on time. **Please note this same process will need to be followed for appointments during the day.**

Students leaving before the end of the school day must be collected from their classroom or Reception. A parent or guardian must sign them out using their Student ID number at reception. If they return after an appointment they must also be signed back in by the parent or guardian. Any parent on campus prior to 3.20pm must sign in at Reception.



After School Care (ASC / HT Aftercare)

The HT Aftercare Program runs from 3:30pm – 6:00pm on Monday to Thursday on school days for children from Foundation to Year 6. It is available for parents who need occasional, regular or emergency care for their children with the cost of the sessions being invoiced.

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

Staff on car park duty escort uncollected children from Years 1-6 to HT Aftercare at 3:50pm.

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

Bookings can be made by emailing asc@huntingtower.vic.edu.au

- [Click here for the After School Care Parent Handbook](#)
- [Click here for the After School Care Enrolment Form](#)
- [Click here for the After School Care Extra-Curricular Activities Attendance Form](#)

Assemblies

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

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

Attendance at School Functions

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

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

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



Daily Routine / Timetable

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

Time	Description
7.30am	Pre-organised sporting events
8.15 am	Students may proceed to their classroom as they arrive and prepare for the day
8.25 am	School begins
8.30 am	Assembly
9.00 am	Period 1 (home room period)
9.20 am	Period 2
10.00 am	Period 3
10.30 am	Recess
11.20 am	Bell to end recess
11.25 am	Period 4
12.05 pm	Period 5
12.45 pm	Lunch
1.25 pm	Bell to end lunch
1.30 pm	Period 6
2.10 pm	Period 7
2.50 pm	Period 8
3.30 pm	End of day – uncollected Foundation students escorted to After School Care
3.50 pm	End of car park duty – uncollected Years 1-6 students escorted to After School Care
6.00 pm	After School Care concludes

Homework

The aims of homework include:

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

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

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



Homework Guidelines

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

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



Travel

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

Year 1 students are to be collected from the Junior School Drop-Off Zone where they will wait with the teacher on duty. Students from Year 4 may walk to and from school or use public transport at their parents' discretion.

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

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

Uncollected Students

Foundation students are escorted to HT Aftercare shortly after 3:30pm in Term 1 if not collected promptly from their rooms.

All children in Years 1-6 (Foundation from Term 2 onwards) wait with the duty teacher then proceed to HT Aftercare at 3:50pm, if not collected. Charges apply for HT Aftercare.

Valuables

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



Communications

Absence of Parents

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

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

Bulletins & Notices

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

The Junior School News is published online every three weeks via [Firefly](#) and gives information and accolades specifically in relation to the Junior School.

School notices are distributed by the Classroom Teacher or received via a Huntingtower email for consent.

To view these communications please visit the [Huntingtower Website](#) or [Parent Portal](#) and follow the appropriate links.

Change of Address

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

Confidentiality

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

Distribution of Invitations

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

Excursions, Incursions & Camps

Parents will be sent notification of all excursions and camps, plus any incursions if a cost is involved. With excursions it is necessary for a parent to sign a form or indicate on Consent2Goto state they understand the full details of the excursion, including any cost, and emergency procedures.

In addition, parents will need to check the on-line medical data and confirm the information is up-to-date. It is essential that return slips are filled in accurately and returned promptly by the due date.



Messages to Students

It is vital that messages to students about changes to arrangements for going home or to HT Aftercare are rung through to the office or emailed to the classroom teacher no later than 12:30pm.

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

Mobile Phones

Home contact during the day is through a member of staff, usually via Reception. Mobile phones are handed to class teachers and are not used by Junior School students during the day, including during excursions and on camps.

If needed for home transport arrangements, they are handed in and then returned to the student at the conclusion of the day or event.

Parent Information Evenings

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

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

Parent Teacher Interviews

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

Interviews and Parent evenings can be held online using Microsoft Teams if necessary.



Processes for Attending to Queries

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

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

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

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

The Head of the Junior School is also available for appointments as the need arises and these appointments are made through the Personal Assistant to the Head of Junior School by calling **9831 9407** or emailing juniorschool@huntingtower.vic.edu.au

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

Student Diary

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

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

School Magazine

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

Visitors

All visitors to the school must report to Reception upon arrival. It is vital that the school is aware of who is on the premises at all times for the safety of our staff and students. Parents are asked not to arrive prior to 3:30pm.



Procedures & Facilities

Scholarships

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

Lost Property

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

Photographs

Class photographs are taken by a professional photographer each year and are offered to parents for purchase. In class photographs are shared on private pages on the school's Learning Management System, Firefly.

Energiser

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

Lunch Orders & Lunches

Huntingtower has engaged with Flexischools, Australia's leading school payment system, to implement an online canteen ordering system that allows parents and students to order and pay online. Orders must be submitted by 9.30am. There are only pre-ordered lunches available in the Junior School and no over the counter sales. Most students bring their own morning snack and lunch each day.

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

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

The Junior School has a 'take home rubbish' policy. Students are encouraged to use lunch boxes or other recyclable items. Wrappings, including those from lunch orders, are to be taken home. Recyclable bags for canteen use can be purchased from the uniform shop.

Reception

The Reception desk is staffed from 8:00am until 4:30pm. All visitors need to sign in at Reception before proceeding into the school. Parents must not enter the Junior School after drop off or prior to 3:20pm without signing in at the office.



Naming of Property

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

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

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

Parent Helpers

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

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

All parent helpers must have a current Working With Children Check.

- [Click here for the school's child safety policies](#)
- [Click here for the Responsibilities of Parent Volunteers in a Child Safe School](#)
- [Click here for the WWCC Information Sheet](#)

Uniform & Uniform Shop

Full details of student uniform and Uniform Shop opening hours are to be found on the [school website](#).

The uniform shop is a service provided by the school for students and parents. Most items of uniform, except footwear, are purchased through the uniform shop. The uniform shop is frequently manned by volunteers under the direction of the manager. The hours are limited, but in the case of a new student entering mid-year, an appointment at another time may be arranged. Current students are encouraged to buy prior to the end of the school year. Leave tags on as items can be exchanged (except bathers).

Term 1 – Summer uniform

Term 2 – Winter uniform

Term 3 – Winter uniform

Term 4 – Summer uniform

The first two weeks of Terms 2 and 4 are transition weeks or at the discretion of the Head of Junior School.

Travel to and from school must be in full school uniform. Jumpers are **never** to be worn as the outer garment when travelling (excluding Foundation students). Blazers are always worn in travel unless the weather is hot (at the discretion of the Head of the Junior School). The Head of the Junior School will also decide if sports uniform may be worn to and from school. Hats are compulsory for play in Terms 1 and 4 and optional in Terms 2 and 3. Students are expected to have a navy raincoat for excursions.

Regular uniform checks take place and a note is placed in the student diary if parents need to attend to uniform items for their child.



Curriculum

Introduction

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

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

Specialist Subjects

Art

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

Information Communications Technology

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

Library

Students from ELC to Year 6 enjoy the Junior School Library, receive lessons from the Teacher Librarian and are able to borrow books. Students use a library bag to protect the books. Most students enter the

Premier's Reading Challenge each year and Book Week is celebrated as an annual highlight.

Language Study

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

Music

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

Physical Education

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

Science & STEM

Students from Foundation to Year 6 follow a sequential program of work encompassing units on biological, chemical, physical, and earth and space sciences. STEM is integrated into the classroom program and supported by a specialist STEM teacher.



Reporting to Parents

NAPLAN Tests

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

School Reports

Reporting is a vital part of the ongoing communication between home and school. Formal reporting takes place twice per year.

End of Semester 1 Report

This report has a section for each area of the curriculum and is a substantial document. It is available to parents at the end of Term 2 and is followed by a Parent Teacher interview early in Term 3. Once again, the interview is held with the class teacher, but parents may request to see specific, specialist staff.

End of Year Report

This report has a section for each area of the curriculum and is a substantial document. It is sent to parents at the end of the academic year and reflects the entire year's progress for the student.

Co / Extra Curricular Activities

Camps / Educational Tours

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

This begins in the Junior School with the following:

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

Extra Activities

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

Activities include Chess, Hip Hop and Tennis at lunchtimes and individual Music instrumental tuition. Interschool academic and thinking skills activities are available and include Tournament of Minds, Debating, Science Talent Search, Mathematics Olympiads, Eisteddfods, UNSW Academic Competitions and Chess. Junior School Council (JSC) and Eco Warriors provide important leadership opportunities.



House System

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

Interschool Sport Activities

Year 5 and 6 students take part in interschool sports at various times during the year. Matches are played on Friday afternoons with a number of additional “Round Robin” events. Students sometimes progress through to regional, state and even national level. Year 3 and 4 students have occasional “Rally Day” sports activities with a local school.

Sports Carnivals

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

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

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



Student Welfare

Introduction

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

Awards

On Going Encouragement

An emphasis is placed on the gradual growth of an intrinsic satisfaction for “a job well done”. Extrinsic recognition is also given and takes a variety of forms such as badges for monitors; Junior School certificates; pencils for neat writing, and birthday acknowledgement, to name just a few.

End of Year Awards

These are presented to Year 6 students at the Celebration Evening. The major emphasis is placed on endeavour, plus attitude and school spirit.

Behaviour & Expectations

Code of Conduct: Always be Kind

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

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

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

In the Junior School there is an expectation that students will consider the following:

As responsible members of the Huntingtower Junior School Community we:

Do the right thing

At the right time

In the right place

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

Discipline

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

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



Bullying

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

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

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

Learning Enrichment

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

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

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

Opportunities for Leadership

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

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



Medications / Drugs

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

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

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

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

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

Immunisation Information

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



Uniform Requirements

Uniform Shop (HT Shop)

Opening hours

Wednesdays 3:30 pm – 4:30 pm

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

We encourage all parents to visit the uniform shop in Term 4, to make any purchases before the rush in the new year. We suggest that your child attends the uniform shop with the parent to enable the uniform to be fitted correctly. Please keep the tags on the uniform items, as they may be then exchanged (except bathers, hats, and socks).

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

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

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

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

Junior School Uniform List

Summer: Terms 1 & 4

Girls

- Huntingtower navy blue skirt & pale blue blouse
- Huntingtower Summer dress (level with kneecaps)
- Plain white ankle socks (not anklets)
- Navy sun hat
- Pinafore (Year 1 only)

Boys

- Huntingtower Summer navy shorts
- Huntingtower Summer short sleeved shirt
- Navy sun hat
- Navy apron (Year 1 only)
- Huntingtower knee high, navy, stripe socks

Winter: Terms 2 & 3

Girls

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

Boys

- Huntingtower winter, wool blend, lined shorts
- Huntingtower light blue long-sleeved shirt
- Huntingtower tie
- Huntingtower knee high, navy, stripe socks
- Navy apron (Year 1 only)
- Optional: Navy long pants worn with short navy socks



All Year

Girls

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

Boys

- Huntingtower blazer (not required in Foundation)
- Huntingtower jumper
- Plain black, unpatterned, polished leather, lace up, low heeled school shoes (Not available in the Uniform Shop)
- Huntingtower school bag
- Plain navy raincoat
- Huntingtower rain jacket

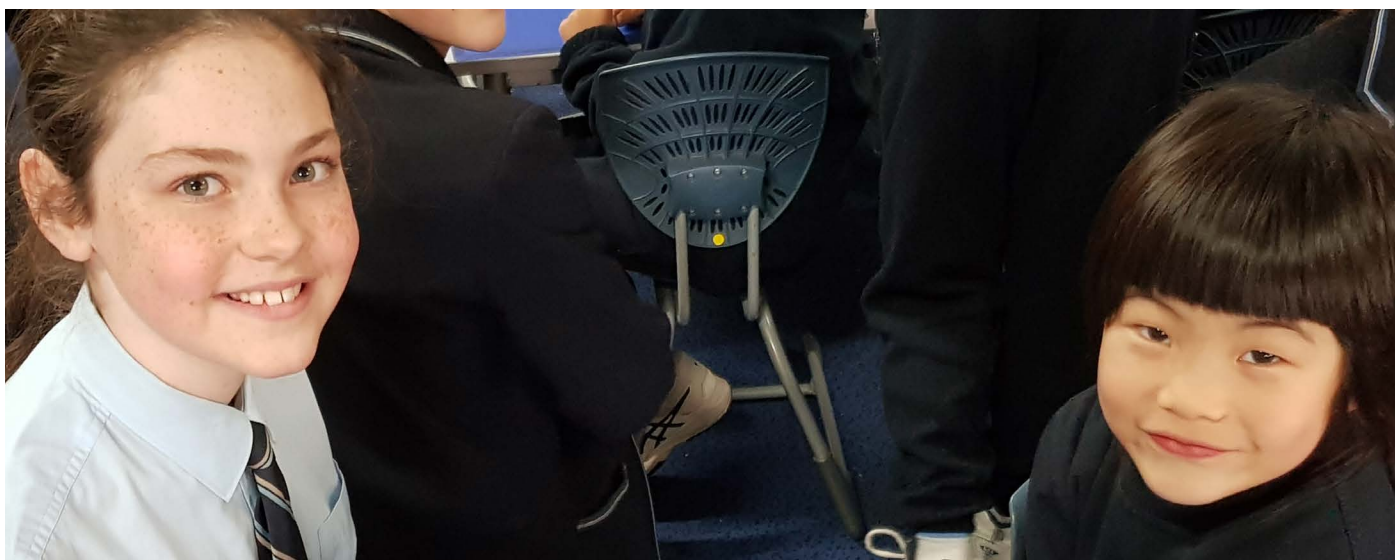
Foundation Uniform (* as marked) & Physical Education / Sports Uniform

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

- Huntingtower navy sports shorts *
- Huntingtower Junior School PE short sleeved T-shirt *
- Huntingtower Junior School PE long sleeved T-shirt *
- Huntingtower Junior School track suit *
- Huntingtower 'House' sports shirt (From Semester 2, Foundation) *
- Huntingtower short sports socks *
- Lace-up white sports shoes with non-marking soles (if pure white is not possible, a small section of trim in either pale or navy blue will be accepted) *
- Huntingtower Polar Fleece Sports Top *
- Huntingtower Rain Jacket
- Huntingtower Sports Bag
- Huntingtower bathers
- Swimming bag in House colour
- Huntingtower Swimming Cap in House colour (supplied by the pool & charged to student account)

Additional Requisites

- Long-sleeved art smock
- Library bag
- Huntingtower Reader bag
- Plain navy scarf (optional T2-3)
- Plain navy gloves (optional T2-3)
- Foundation – Year 2 Plain navy beanie (optional T2-3)



General Uniform Information

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

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

- All items of clothing and all requisites at school must be named in a clear manner – this needs to be checked at frequent intervals as names can wear out with washing
- All students may wear their sports uniform to school on the days they have PE or PMP
- All items of clothing must be of the correct size for the student. Socks often need replacing mid-year, in order to retain elasticity, but even blazers, dresses and shirts may not survive until the following January.
- Blazers are worn to and from school at all times (Years 1 – 6 only). In hot weather the Head of the Junior School will decide if the blazer rule is to be relaxed for the day.
- Winter uniform is worn in Terms 2 & 3 with a transition period in the first 2 weeks of Term 2. Summer uniform is worn in Terms 1 & 4 with a transition period in the first 2 weeks of Term 4. Students are attired in full summer or full winter uniform, never a combination of the two.
- Jumpers are never worn as the outer garment when travelling to and from school (Years 1 – 6 only).
- Formal uniform with blazer is always worn to and from school (Years 1 – 6 only. See exceptions for Year 1 and Year 2 above). However, on a few special activity days the Head of the Junior School may give permission for sports uniform to be worn all day.
- Long trousers are optional and can be worn by both girls and boys in Terms 2 & 3 but not when formal uniform is required.
- A wrist watch and stud earrings are the only jewellery permitted at Huntingtower. Stud earrings must be gold, silver or stainless steel and no larger than 4mm.
- Nail polish is not suitable for school
- No aerosols of any kind are to be used at or brought to school (including camps)
- School dresses are to be just above the knee or longer.
- Hair: Girls' hair is required to be neat, fringes must be above the eyebrows and hair must be off the face. Hair longer than the bottom of the collar must be tied back with Huntingtower blue hair accessories. Elastics should be covered with HT blue scrunchies or ribbons.
- Hair: Boys' hair is required to be neat, fringes must be above the eyebrows and hair must be off the collar at the back. Hair must be layered and off the ears. Sideburns must be trimmed above the ear lobes.
- Hair: All students - Bleaching or dyeing of hair is not permitted. Use of hair styling products such as gel or hair wax agents and extreme fashion haircuts are not permitted. The Head of the Junior School will make the final decision on the suitability of any particular hairstyle. The look must be natural and suitable for a Junior School working environment. If a "haircut" or "hairstyle" note is sent home, it is expected to be attended to during the following weekend at the latest.
- Students are expected to look neat and tidy whenever they are in uniform. This includes when off campus such as travelling to and from school, regardless of whether or not staff or parents are with them at the time.



Online Canteen Orders

FlexiSchools

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

Benefits of FlexiSchools

- Online orders are faster and more accurate
- The canteen is open for ordering 24/7. You can order a week ahead if you like
- No more looking for coins in the morning
- Removes the need for your child to carry cash at school
- Flexischools is reliable and secure having processed over 24 million orders throughout Australia and NZ.

How it Works

The Huntingtower canteen menu has been loaded onto the Flexischools website (accessible by mobile, ipad or computer) All you need to do is:

1. Register for Flexischools

Visit www.flexischools.com.au. Add your student name, student number, their school and form class to get started.

2. Top-Up your account

via Visa, Mastercard, PayPal or direct deposit.

3. Make an order

Select from the range of options made available and proceed to make payment for the order listed in your order pad. Please note all orders must be received by 9:30am on the morning of your lunch order.

4. Review Orders

Log back in to your Flexischools account. You can set recurring orders, view transaction history or cancel orders via your Flexischools login.

What Will it Cost

With the benefit of time saving and efficiency comes a small fee to accommodate the new software and account systems being put in place. (Please note fees are imposed by Flexischools not the School).

- Online Ordering Fees - \$0.25 per canteen order
- Account Top-Up Fees - Direct Deposit \$0.00 (may take up to 5 days for fund to be available)
- Credit card (Visa/Mastercard) & Paypal \$0.15 plus 1% of purchase amount
- Cancellation of an order - No charge if you advise the canteen before 9:30am

Further Questions

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

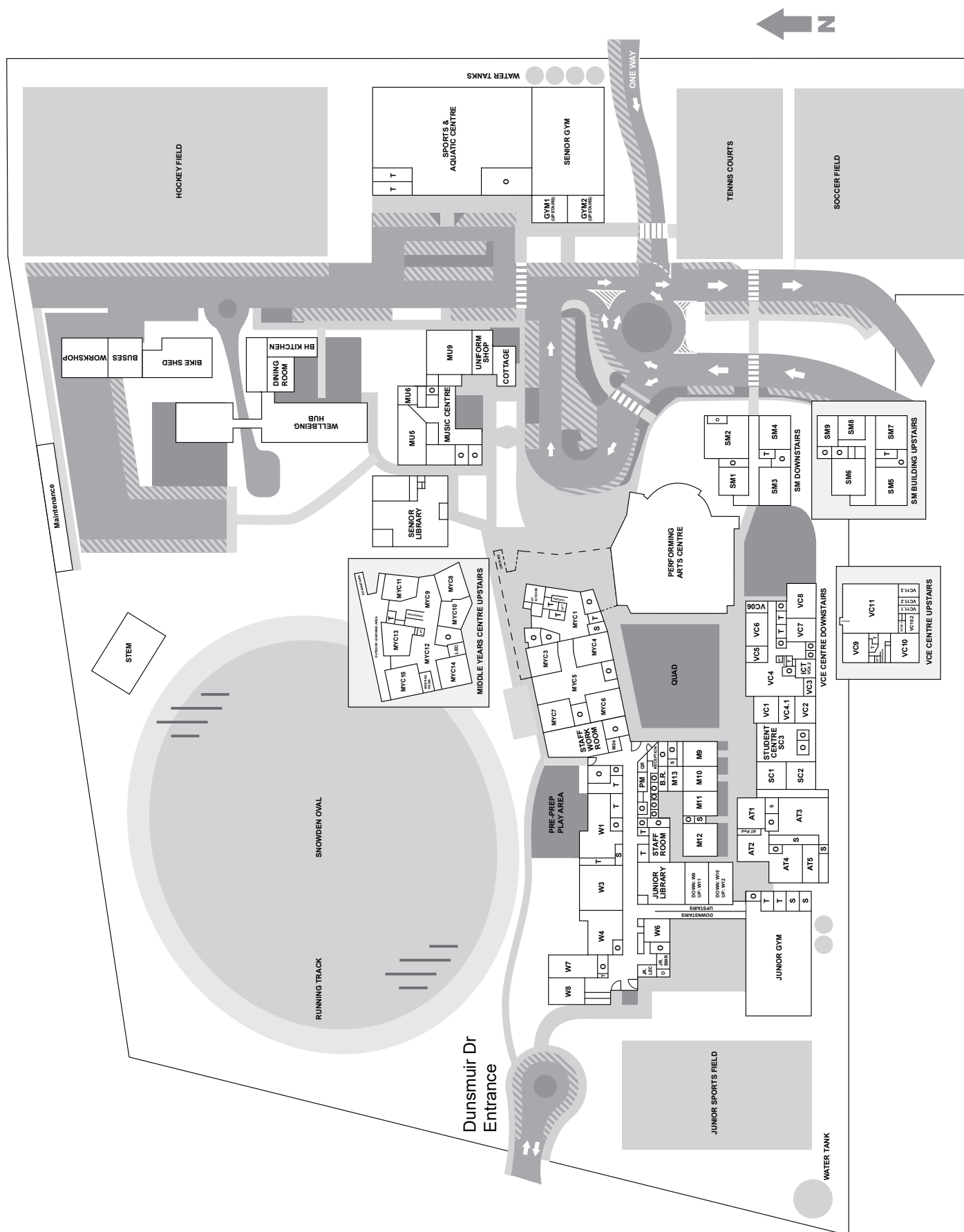
Flexischools - 1300 361 769 (please do not contact the school canteen)



Dunsmuir Drive Entrance Protocol



Campus Map







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School Communications

Quick-Reference Guide

Parent Communication

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

Information Sharing

Method	Purpose	Parent Actions
 Website	General school information, calendars, key dates.	Regularly check calendars for important dates.
 Facebook & Instagram	Community updates and photos.	Engage in the Huntingtower community.
 Bulletin	Upcoming events, school news, Parents and Friends news. Bulletin is sent by email or accessed through the Website or Parent Portal.	Read the news to keep up to date with school activities.
 Parent Portal	Secure website for reviewing and managing your student's information, paying school fees, downloading student timetables, photos, reports, booking parent teacher interviews and contacting teachers.	Regularly check that all information is up to date and correct. Pay school fees. Download school reports as they are distributed. Book parent teacher interviews, order student lunches on Flexischools.
 Firefly	<p>Senior School Firefly is the school's Learning Management System (LMS) where teachers share resources, set tasks and assessments for students, and provide comments, feedback and marks on the students' work. Firefly also serves as a school-wide communication system where important student reminders and announcements are posted.</p> <p>Junior School Teachers are focussing on Firefly as a way of communicating with families.</p>	<p>Senior School Parents may review class resources and monitor student tasks, due dates, assessments, and comments.</p> <p>Junior School Parents can visit class pages for "Parent Information" and can view special class activities at "What's Happening?" The Junior School News is available every three weeks and contains news, dates and highlights.</p>



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