

HUNTINGTOWER JUNIOR SCHOOL



PARENT HANDBOOK
2016

INTRODUCTION

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 valuable 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 Jottings* as they provide current, ongoing information about specific, school events during the year plus occasional updates to the material within the Parent Handbook.

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

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

Ms D Greiveson
Head of the Junior School
Huntingtower

Christian Science and Huntingtower

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.

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STAFF LIST

Principal	Mr S Bowen
Head of the Junior School	Ms D Greiveson
Assistant Head of Junior School	Mrs S Swan
TfU Coordinator	Mrs S Swan
Form Teachers	
Year 6	Miss S Cummins
Year 5	Mrs S Swan
Year 4	Mrs S Ecker
Year 3	Mr S Jenkin
Year 2	Mrs R Sinclair/Mrs R Jenkin
Year 1	Mrs M Cole
Prep	Mrs S Kouvelis
Pre-Prep	Mrs G Cutler
Specialists	
Art	Mrs M Power/Mrs G Nix
ICLT	Ms J Savage / Mrs S Some
Indonesian	Mrs C Shokman
Learning Enrichment	Mrs R Jenkin
Library	Mrs S Some
Music	M A Wilson
Physical Education	Mrs J Clapp
Science	Ms J Savage Mrs L Gallard
Assistants	Mrs G Jedwab Miss H Aboulhosn
Day Care	
Director	Mrs J Grimm
Staff	Mrs M Swallow
Personal Assistant	Miss T Little

School Contact Details

Tel: 61 3 9807 8888

Fax: 61 3 9888 1089

Email: admin@huntingtower.vic.edu.au

Web: www.huntingtower.vic.edu.au

Address: 77 Waimarie Drive
Mount Waverley
VIC 3149 Australia

Junior School

If you have any suggestions, concerns or would like to make an appointment to see Ms Greiveson.

Email: juniorschool@huntingtower.vic.edu.au

After School Care (ASC)

If you need to contact After School Care.

Email: asc@huntingtower.vic.edu.au

ROUTINES

Absence

General

Parents must inform the school of all absences. This may be in the form of a telephone call or SMS 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

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.

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 in the Early Departures book. 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 (HT Aftercare)

The HT Aftercare Program runs from 3:30pm – 6:00pm on school days for children from Prep 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. Prep students are escorted to HT Aftercare in Semester 1. Prep students not collected promptly by an adult at the conclusion of the school day join those who have been booked into the facility. Staff on car park duty escort uncollected children from Years 1-6 to HT Aftercare at 3:50pm.

Assemblies

Assemblies take place every day. 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 may be 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, Junior School Speech Night, 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

NO Junior School student should be on the premises before 8:00am in the morning unless for a pre-arranged activity under the direct supervision of a staff member.

7:45 *Occasional special activities*

Children arriving between 8.00am and 8:15am must sit in the lower corridor area

8:15 Students may proceed to their classrooms as they arrive and prepare for the day

8:25 School begins

8:30 Assembly

9:00 Period 1 (Home room period)

9:20 Period 2

10:00 Period 3

10:40 Recess

11:20 Bell to end recess

11:25 Period 4

12:05 Period 5

12:45 Lunch

1:25 Bell to end lunch

1:30 Period 6

2:10 Period 7

2:50 Period 8

3:30 End of day –uncollected Prep students escorted to After Care

3:50 End of car park duty – uncollected Y1 - 6 escorted to After Care

6:00 After 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 their students

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.

Year Level	Reading (EVERY NIGHT)	Other <i>examples</i> (all times are per night Monday-Thursday)
Prep	5-10 minutes reading with parent or another adult	Semester 1 – Reading 10-15 minutes each night. From Term 3 Literacy and Numeracy 10-15 minutes each night.
Year 1	10-15 minutes reading with parent or other 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 other adult each night	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) each night	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 of 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

Prep students during Term 1 must be delivered to their classroom door and collected from the classroom. From Term 2 onwards Prep students may be collected from the Junior School Drop-Off Zone, where they will wait with their teacher. Year 1 students are to be collected from the **Junior School Drop-Off Zone** where they will wait with their teacher. Students from Year 2 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

Prep 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 (Prep – 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, 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 and Notices

The *Huntingtower Bulletin* is available every fortnight and informs parents of what is happening across the entire school. The *Junior School Jottings* is sent home several times each term and gives information and accolades specifically in relation to the Junior School. School notices are distributed by the Classroom Teacher and are made available on the School website. To view this page please go to www.huntingtower.vic.edu.au, click on "Your School", "Parents", and then "Forms & Notices".

Change of Address

It is essential that the school office is informed promptly of changes of address, email address and or telephone numbers, including emergency contacts.

Confidentiality

The school will not enter discussions concerning any child with any parents except the parents/guardians of that child.

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

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 to 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 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 activity/ excursion.

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. Prep 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 in 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.

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 is often the best method to set up an appointment. Non confidential, general, quick questions are fine at the beginning or end of the day, but anything of a confidential or significant nature should be dealt with in a booked 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 9807 8888 or email 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 need to report to Reception upon arrival. It is vital that the school is aware of who is on the premises in case of an evacuation.

PROCEDURES and FACILITIES

Bookroom and Booklists

The Huntingtower Bookroom is available for use ONLY through a member of staff. It is not available for "over the counter" purchases by Junior School students. Items that are distributed to students through their class teacher will be invoiced.

An annual booklist for each year level is distributed to parents during Term 4. These booklists are also made available on the School website. To view this page please go to www.huntingtower.vic.edu.au, click on "Your School", "Parents", and then "Forms & Notices".

Campion Education, our preferred supplier, distributes and coordinates these booklists. Items ordered are collected at a nominated time and date in January. Parents are not obliged to use Campion, but need to ensure that identical supplies (including book editions) are obtained and are ready with the student on the first day of Term 1. Certain items are not sourced from Campion such as Hymnals, Student Diaries, and THRASS materials, these are distributed by the classroom teacher and invoiced by the Business Manager.

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.

Energiser

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. Energiser should be placed in a small container separate to your child's play lunch and lunchbox.

Lunch Orders and Lunches

A canteen for ordering lunch is available for students who fill out an order and place it in the class lunch basket. 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.

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.

Photographs

Student photographs are taken by a professional photographer each year and are offered to parents for purchase.

Reception

The Reception desk is manned from 8:00am until 4:30pm. All visitors need to check 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.

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.

Uniform and Uniform Shop

Full details of student uniform and Uniform Shop opening hours are to be found in the Appendix.

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.

Travel to and from school must be in full school uniform. Jumpers are NEVER to be worn as the outer garment when travelling (excluding Prep 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

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 from Prep – Year 3 and by a Specialist Art Teacher in Years 4, 5 and 6. We encourage parents to investigate the displays of artwork in the Junior School corridors and rooms. 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, not only of education, but of our entire current 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 Pre-Prep 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 gaining a taste of the language. Games, stories and music enhance the program.

Music

Students from Pre-Prep 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 on the shelf opposite the Junior School Library. The Instrument Teacher collects and returns the child to the Junior School.

Physical Education

Students from Pre-Prep to Year 1 are involved in PMP (the Perceptual Motor Program) for specific locomotion, balance and coordination skill development. From Prep 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

Students from Prep to Year 6 follow a sequential program of work encompassing units on biological, chemical, physical, and earth and space sciences.

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 sent 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

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 – Two night camp

Years 4 and 5 - Two nights for Outdoor Education

Year 6 - Two nights combined Integrated Studies and Outdoor Education

Years 5 and 6 – Four nights in Canberra for an educational tour (every second year)

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, Aerobics and Tennis at lunchtimes and individual Music instrumental tuition. Interschool academic and thinking skills activities are available and include Tournament of Minds, Science Talent Search, Mathematics Olympiads, Eisteddfods, UNSW Academic Competitions and Chess. Junior School Council (JSC) and Environmental Leaders of the Future (ELFS) provide important leadership opportunities.

House System

There are 2 Houses in the Junior School, Ruthven (red) and Thomson (yellow). Students are allocated to a House in Semester 2 of Prep. 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 Prep – Year 2 is held separately.

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

Cross Country involves students from Year 2 – 6 and the Ball Games Carnival includes children from Prep 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

The welfare of all in our community is of paramount importance. The following information reflects the importance of a harmonious working environment for all in the Junior School.

Awards

On Going

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 cards, to name just a few.

End of Year

These are presented at Junior School Speech Night across various categories. The major emphasis is placed on endeavour, plus attitude and school spirit.

Behaviour and Expectations

Code of Conduct

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

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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.

In instances where a student needs to be monitored particularly closely across all work areas for an entire week, a Behaviour/Work card may be issued by the Head of the Junior School. The emphasis is on restoring “personal best standard” be it attitude, behaviour or work endeavour. The card is completed by staff during the day and the student shows it to the Head of the Junior School each morning. Parents are informed when this is put into place and they are asked to support their child’s endeavours and sign it each evening. Parents must not approach another parent’s child about school issues. These are handled by School Staff.

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.

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.

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 to 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.

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

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.

APPENDIX

HUNTINGTOWER JUNIOR SCHOOL UNIFORM REQUIREMENTS

THE HUNTINGTOWER SHOP

Opening hours:-

Wednesday **3:30 pm – 4:30 pm**

Friday **12:30 pm – 1:30 pm and 3:30 pm – 4:30 pm**

We encourage all parents to **visit the uniform shop in Term 4, 2015** to make any purchases before the rush in 2016. 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).

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 "Your School", "Parents", and then "Forms & Notices".

Orders can also be sent via the Huntingtower uniform shop email address htshop@huntingtower.vic.edu.au. Please be specific with sizes and items.

JUNIOR SCHOOL UNIFORM LIST

Summer: Terms 1 and 4	
<p>GIRLS: Huntingtower dress (<i>level with kneecaps</i>) Plain white ankle socks (<i>NOT anklets</i>) Navy sun hat Pinafore (<i>Prep and Year 1 only</i>)</p>	<p>BOYS: Huntingtower Junior School summer navy shorts Huntingtower Junior School summer short sleeved shirt Navy sun hat Navy apron (<i>Prep and Year 1 only</i>) Huntingtower knee high, navy, stripe socks</p>
Winter: Terms 2 and 3	
<p>GIRLS: Huntingtower Junior School tunic (<i>level with kneecaps</i>) Huntingtower light blue long-sleeved shirt Huntingtower tie Pinafore (<i>Prep and Year 1 only</i>) Either:- Huntingtower knee-high navy socks <u>or</u> Huntingtower opaque navy tights</p>	<p>BOYS: Huntingtower winter, wool blend, lined shorts Huntingtower light blue long-sleeved shirt Huntingtower tie Huntingtower knee high, navy, stripe socks Navy apron (<i>Prep and Year 1 only</i>)</p>
<p>GIRLS ALL YEAR Huntingtower blazer (<i>not required in Prep</i>) Huntingtower jumper Plain blue ribbons or scrunches; plain blue hair bands, plain blue hair slides Plain black, unpatterned, polished leather, lace up, low heeled, school shoes (<i>Not available at the Uniform Shop</i>) Huntingtower school bag Plain navy raincoat</p>	<p>BOYS ALL YEAR Huntingtower blazer (<i>not required in Prep</i>) Huntingtower jumper Plain black, unpatterned, polished leather, lace up, low heeled, school shoes (<i>Not available at the Uniform Shop</i>) Huntingtower school bag Plain navy raincoat</p>
<p>Students should have 2 sets of sports uniform. All sports training should be in correct sports uniform</p>	
<p>PE & 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 (<i>from Semester 2, Prep</i>) Huntingtower short sports socks <u>White</u> sports shoes with non-marking soles (<i>if pure white is not possible, a small section of trim in either pale or navy blue will be accepted</i>) Huntingtower Sports Bag Huntingtower Polar Fleece Sports Top</p> <p>Huntingtower bathers Swimming bag in House colour Huntingtower Swimming Cap in House colour (<i>supplied by the pool & charged to student account</i>)</p>	<p>ADDITIONAL REQUISITES Long-sleeved art smock Library bag Huntingtower Reader bag Pencil case (<i>not oversized</i>) Plain navy scarf (<i>optional T2-3</i>) Plain navy gloves (<i>optional T2-3</i>) Prep – Year 2 Plain navy beanie (<i>optional T2-3</i>) Recyclable lunch order bag (<i>optional</i>)</p>

All items are available from the Huntingtower uniform shop except shoes.

GENERAL UNIFORM INFORMATION

A Huntingtower education includes the education of character as an important component. Students are expected to make wise choices, to think of others and to do the best they can at all times and in 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
- Prep, Year 1 and Year 2 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 on particular days.
- Winter uniform is worn in Terms 2 and 3 with a transition period in the first 2 weeks of Term 2. Summer uniform is worn in Terms 1 and 4 with a transition period in the first 2 weeks of Term 4. Students are attired in either 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.
- A plain, discreet wristwatch is the only jewellery permitted at Huntingtower. No earrings or studs should be worn.
- 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 expected 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.
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.
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.