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JUNIOR SCHOOL

On behalf of the staff of St Hilda's Junior School we welcome all families to the academic year. We extend an especially warm welcome to the new families and staff who have joined our School community this year. We hope that your association with St Hilda's School will be a long and happy one.

The Junior School Handbook aims to provide parents with information that pertains to the day-to-day operation of the Junior School. We do hope it proves to be informative and assists parents in responding to the many questions that children tend to ask late in the evening or on a weekend when assistance is not readily available.

If at any time you have questions or concerns, please do not hesitate to contact a staff member. We look forward to meeting parents, both current and new members of the community, at the various functions which will be held during the course of the year.

School Motto

Non Nobis Solum - Not For Ourselves Alone

School Colours

Blue, Gold, Red

The School War Cry

Chinika Chinika Jumbah hoo
Sara waka tom tom Sara waka hoo
Simi dimi ha ha Simi dimi ha
St Hilda’s St Hilda’s Ya Ya Ya

The Homily of St Hilda

Trade with the gifts God has given you.
Bend your minds to holy learning that you may escape the fretting moth of Littleness of mind that would wear out your souls.
Brace your wills to action that they may not be the spoils of weak desire.
Train your hearts and lips to song which gives courage to the soul.
Being buffeted by trials, learn to laugh.
Being reproved, give thanks.
Having failed, determine to succeed.
STUDENT WELLBEING

St Hilda’s School - Junior School, develops active and mindful learners who understand and manage themselves, their relationships, learning and work. We provide an enriching culture and environment that promotes wellbeing, care, efficacy and resilience. Students are encouraged to develop an appreciation of their behaviour and understand how to facilitate safe, healthy, and compassionate relationships.

Furthermore, we aim for students to develop a strong sense of self whilst also confidently being able to manage, navigate and understand the social self. Inspired by the Values of Hope, Love, Compassion, Forgiveness and Grace and with allegiance to the School Motto – ‘Not for Ourselves Alone’ our students will engage, relate, connect and grow.

Our approach to Wellbeing in the Junior School encompasses the below guided by our framework as pictured –

- A comprehensive, developmentally appropriate wellbeing curriculum through the Kimochis and You Can Do It programs.
- Integration of wellbeing within teacher methods and practice as guided by the framework.
- Opportunity to practice the skills of wellbeing and build community wellbeing through interaction with each other and the wider community.

Purpose...

<table>
<thead>
<tr>
<th>G</th>
<th>Engagement – organisation, exploring, creative, curious, commitment</th>
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<tr>
<td>R</td>
<td>Respect for yourself and others…</td>
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<td>O</td>
<td>Relationships – School Values, connectedness, respect, understanding, empathy, gratitude, honesty, restorative practices</td>
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<td>W</td>
<td>Ownership of actions…</td>
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<td></td>
<td>Responsibility – understanding, decision-making, flexible, thinking, managing, feeling, communication, self-efficacy</td>
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<td></td>
<td>Willingness to give things a go…</td>
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<td></td>
<td>Attitude – grit, resilience, perseverance, compassion, positivity, mindfulness, growth mindset</td>
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We recognise and value the importance of social and emotional skills and equipping the students with the skills necessary to connect, relate and grow. Guided by the General Capabilities from ACARA the students of the Junior School will be explicitly taught the required skills to enable understanding of each other and themselves.

Pre-Prep and Prep students engage with the Kimochis program and learn explicitly about feelings. They learn to understand different feelings and the impact of these feelings on others.

Year 1-6 students engage with the program You Can Do It which allows them to develop a deeper understanding of relationships, dealing with conflict, self-confidence, organisation, emotional well-being and resilience just to name a few.

Both programs are scaffolded to provide a development of skills as the students’ progress through the Junior School.

Additionally, and importantly, as each student plays a vital role in the Junior School community they all share an understanding of the below expectations and their association with the Junior School Wellbeing Framework. These expectations are communicated by Form Teachers, through Assemblies and Chapels and are interwoven into everyday life as a student of the Junior School.

<table>
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<th>MY EXPECTATIONS AS A LEARNER</th>
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<td>G  – Get Ready - Engagement</td>
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I will be effectively engaged to optimise my learning. |
| R  – Respect for yourself and others - Relationships |
I expect to be treated with respect and will treat others in a respectful manner. |
| O  - Ownership of actions – Responsibility |
I expect to be safe and act responsibly whilst owning my actions. |
| W  - Willingness to give things a go – Attitude. |
I will be optimistic, resilient and show perseverance. |
Each class, Prep to Year 6, is under the guidance of a Form Teacher. The Form Teacher is responsible for teaching a selection of the academic program as well as providing ongoing pastoral care for the students. Pastoral Care in the Junior School is not taught or dealt with in isolation but is an ongoing care and concern for the welfare of the students. At the beginning of each day ten minutes is allocated to organisational needs and enables the smooth running of the day. Students are supported during this period to organise themselves, to prepare for the day and to address any concerns associated with equipment left at home or family issues that arose prior to departure for school.

During the course of the day all teachers, including specialists, provide the necessary pastoral support to allow the students to participate fully in the school's programs. Any issues that arise in specialist lessons are always reported to the Form Teacher. Where the matter is of such concern that parents need to be informed this action is taken in consultation with the Year level Student Learning Leaders – Prep – Natalie Gladman, Year 1 – Katherine Holmes, Year 2 Marina Jacovou-Johnson, Year 3 – Nina Lee, Year 4 Raechel Alback, Year 5 – Eileen Power and Year 6 Daniel Martinez.

The day's structure also allows for a second form session at the conclusion of the day. At this time any issues related to homework, after school activities and/or concerns associated with departure are addressed by the Form Teacher.

In addition to the social and emotional programs outlined above, students in all year levels, Prep to Year 6, engage in Health and Physical Education lessons covering a range of aspects that impinge or can impinge on a child's health and well-being and curriculum according to the Australian Curriculum. Aspects of this curriculum are also taught during House Meetings, Assembly, Chapel, Class Buddies and Religious Education lessons and during incursions such as Life Education, Protective Behaviours, Brainstorms and other presentations to the students.

The Chaplain and Chapel Leader provide spiritual leadership for the School as well as organising Chapel services. The School Counsellors, who are available to all students and parents, take a pro-active approach to student health and personal development, helping to design programs in these areas as well as working with girls on an individual basis.

**CLASS PLACEMENT**

The Class Placement in the Junior School demands that classes reflect a diversity of skills and ability. Many considerations are considered to ensure productive classes, including: learning styles, academic strengths, learning support requirements, social dynamics, pastoral needs and the mix of current and new students. A number of staff contribute to the final lists, as it is necessary to ensure that all matters are considered. Parents are welcome to participate in the process by providing relevant information on strong educational grounds in writing, to the Head of Junior School prior to the commencement of Term 4; however, placements are ultimately the responsibility of the School administration.
STUDENT LEADERSHIP

A culture of leadership is encouraged through leadership positions that are structured to allow a number of girls to experience positions of responsibility and develop the skills needed to carry out these tasks in an effective manner. Leadership opportunities in the Junior School emphasize service to others, teamwork, taking initiative and developing responsibility.

- Junior School Leadership is a one year appointment
- All students in the Year 5 cohort are eligible for consideration to be appointed to a leadership position. Staff and students (Year 5 only) express support for the student/s they consider demonstrate the qualities and commitment required to undertake successfully one of the roles listed above.
- All students in Year 5 interested in pursuing a leadership position are required to submit a Curriculum Vitae. The CV must address the set criteria and the required format can be obtained from the Head of Junior School. All applications must be completed at School.
- All students will be invited for interview and a panel made up of the Head of Junior School, Deputy Head of Junior School and/or the Heads of House will conduct the interviews.
- A review panel made up of the above will be convened, with final approval by the Principal.
- All positions will be declared in the year prior to taking up the positions.
Other Leadership Positions

Junior School Council (one year appointment)
- Class Representatives (Years 3 - 6) will be elected at the commencement of each year
- The Representatives for Prep and Years 1 and 2 will be the House Captains

Captains of Sport
- Year 6 students for each of the Andrews Cup Sports

Captains of Music
- 3 – 4 Year 6 students per year

Captains of Performing Arts
- 3 – 4 Year 6 students per year

Captains of Visual Arts
- 3 – 4 Year 6 students per year

Form Captains
- Years 5 and 6: Two students will be elected per semester
- Years 3 and 4: Two-Three students will be elected per term

Chapel Wardens
- Year 5: Four to Six students per year
- Year 3: Four to Six students per year

Library Monitors
- Year 5: Ten to fifteen students per year

All students will have the opportunity to hold a position of responsibility in either Year 3 or 4.
CHILD PROTECTION

Statement of Commitment

Anglican schools support the rights of all children and young people and are committed to ensuring the safety and wellbeing of students attending an Anglican school.

Anglican schools will provide a safe and supportive living and learning environment for students and will ensure staff, volunteers and visitors model and encourage behaviours that uphold the dignity, safety and wellbeing of students. Anglican schools will ensure they:

- provide an appropriate and timely response to all allegations of harm to a student resulting from the conduct, action or inaction of any person, including staff and volunteers;
- comply with all legislative obligations and student protection policy and procedural requirements; and
- support, wherever possible and appropriate, individuals affected by student protection matters, including students, parents, staff and volunteers.

Child and Youth Risk Management Strategy

Who can help?
If you are at any time feeling unsafe or fearful of being harmed or you are concerned for another student, we encourage you to speak with a trusted adult. This could be:

- A trusted teacher
- Principal, Dr Julie Wilson Reynolds

One of the School’s Student Protection Officers, listed below:

Junior School
- Mrs Tracey Maynard, Head of Junior School
- Mrs Melissa Wilkins, Deputy Head of Junior School
- Mrs Katherine Holmes, Coordinator of Parent and Community Engagement
- Mrs Lisa Cleverly, Head of Athena and Director of Pre Prep

Middle Senior School
- Ms Wendy Lauman, Deputy Principal
- Miss Cody Boles, School Counsellor
- Mrs Liz Giovas, School Counsellor
- Mrs Caroline Brodar, Head of Senior School

There are times when issues may arise which cause you concern but are not related to student protection. These concerns may include:

- Academic performance
- Friendship issues
- Stress and anxiety management

In these circumstances, we encourage you to speak with a trusted adult, such as your Form teacher or another trusted teacher or staff member.
You can read the Student Protection in Anglican Schools Policy and Procedures on the School website in the Quick Links \ Safeguarding Students Policies section. Website: www.sthildas.qld.edu.au.

Please view page 26 of this booklet in Dealing with a Concern for further information on who to contact and our school processes.

**Code of Conduct**

**The Code of Conduct - Students can be read in its entirety on the School website in the Quick Links School Policies section. (www.sthildas.qld.edu.au)**

This Code of Conduct is a summary of what the School expects of every student.

St Hilda’s is a Christian school. Its motto, Non Nobis Solum (Not For Ourselves Alone) forms the basis on which regulations regarding behaviour are founded. Human relationships should be characterised by care and concern for the other person, whether a staff member or another student. Bullying and harassing behaviour is never acceptable and students who offend may be asked to leave the School.

All students have a right to learn. Behaviour should at all times be conducive to learning. Disruptive behaviour will not be tolerated.

Girls are expected to be at school by 8.10am and to remain until 3.25pm. They must be present at roll calls, Assemblies, Chapel services, Form and House meetings. Girls arriving after 8.20am are required to report to Junior School Reception.

Students are required to be on time for all lessons, Assemblies, Chapel services, Form and House meetings, and to move quickly and directly from one lesson to the next.

Respect for property is a value of our society. Each student is expected to help to maintain and protect the School’s property and environment and her own property. Respect must be shown for the property of others. The School reserves the right to inspect student property and lockers and confiscate, where appropriate, items which are banned under the School Rules or Code of Conduct.

Care and concern for others should be extended to members of the public, within the School grounds, on public transport and in public places.

Classrooms are to be vacated during recess and lunch breaks, unless a teacher is in attendance. Food and drink should not be consumed in classrooms unless students are attending a supervised meeting.

A community depends on every member to contribute to its functioning. Every girl should contribute to the happiness and sense of community in her class. Courtesy, punctuality and orderly behaviour in and out of the classroom are required.

Girls should show pride in themselves and the School. All students are required to wear the correct uniform at all times. The manner in which it is worn should reflect the values of personal dignity, respect for others, and identification with the School community.
Respect for the law as well as the health and well-being of the individual is important. Smoking, possession or drinking of alcohol and possession or taking of drugs are strictly forbidden. Students who do not respect the law in relation to these matters may be asked to leave the School.

Valuables are not to be brought to School. The School takes no responsibility for valuables that are brought to School. Any items which are of personal significance and need special care should be signed in and out with the staff in Junior, Middle and Senior School Reception areas.

For use of Mobile Phones, please see the Cyber Safety and Digital Wellbeing Student Acceptable Use of Technology Agreement on pages 29-30 of the School Diary.

**Child Protection**

- Student Child and Youth Risk Management Strategy
- Student Protection Officers
- Child Protection Information for Parents (Child Protection Act)
- Information Kit on Child Protection for Parents
- Student Protection Information
- Student Protection in Anglican Schools Policy 2018
- Student Protection in Anglican Schools Procedures 2018

**Responsibilities**

- St Hilda’s School Community Code of Conduct Policy
- St Hilda’s Code of Conduct Volunteers
- Student Protection policy and procedures guide for volunteer and visitors to Anglican Schools
- Protocol for Dealing with Sexual Misconduct

**School Culture**

- St Hilda’s Students Code of Conduct Policy
- Cyber Safety for Parents: Internet Safe Training, Online Cyber-Safety Courses
  Refer to Parent Lounge/Correspondence/Online Cyber-Safety Courses for Password
- Privacy Policy
- St Hilda’s Bullying and Harassment Policy
- St Hilda’s Bullying and Harassment Information for Students
- St Hilda’s Bullying and Harassment Information for Parents
- Complaints Management in Anglican Schools Policy and Procedures
- Counselling Services in Anglican Schools Policy
- Counselling Services in Anglican Schools Guidelines
- Social Media Use Policy

**PARENTAL INVOLVEMENT**

Families are welcomed and encouraged to be an active partner in their daughter’s education. Our School has vibrant and engaged parental body that enjoys taking part in the many community events. Some events which are very popular and not to be missed have included – Mother/Daughter Morning, Father/Daughter Breakfast, House Family Chapels, High Tea, Mother’s Day Classic, Easter Celebrations and Christmas Concerts.

Parent volunteers are valued in our School community. There are many avenues to volunteer including assisting with changing reading books, School Banking, excursions and incursions.

The safety of our students is of upmost importance for the School. Procedures and policies relating to Child Protection require all volunteers working within Anglican Schools to undergo an induction relating to the responsibility they share in safeguarding students.
Available on the School website under Governance/Safeguarding Students Policies is a range of policy and procedure documents to inform parents. As part of the St Hilda’s School community all volunteers are required to read and acknowledge their understanding of their responsibilities as a volunteer. This includes parents and grandparents who assist with classroom activities, reading, School Banking, School discos, excursions and the like.

We value the time parent’s volunteer with our girls and the strong community connections this time fosters. We know that parents share an appreciation of all that is being done to assist young people to feel safe and know that adults in their School will listen and report any matters of concern to those who can assist. If you have any questions or require any assistance in completing the above in order to volunteer, please do not hesitate to contact JSReception@sthildas.qld.edu.au or 5577 7230.

PARENT SUPPORT GROUPS

St Hilda’s School is made up of a strong community of not only wonderfully engaged students and staff but also enthusiastic parents, grandparents, friends and alumni, who give generously of their time and resources to support a wide range of School projects. It is a pleasure to introduce to you some of those community members who are active in formal Support Groups and to invite you to join a group of interest.

Parents and Friends’ Association - St Hilda’s Parents and Friends’ Association provides a forum for the exchange of information between the Leadership team and parents. It also enables the School’s Parent Support Groups to coordinate their events and fundraising activities.

Women’s Auxiliary - St Hilda’s Women’s Auxiliary provides a social contact for all mothers within our School community. Parent coordinators from the Supporters of the Creative Arts, Rowers Supporters Group, the Old Girls’ Association, St Hilda’s Aquatics and other groups also attend meetings. It is an opportunity for mothers to meet a number of staff and establish friendships with mothers from other class groups.

Fathers’ Club - The Fathers’ Project Club was established to undertake fundraising activities which would provide long-term benefits to the School and students. FPC provides an excellent opportunity to meet other fathers in the School and become involved in your daughter’s important development years. Come along to a meeting and you will be welcomed by other fathers and senior staff.

Boarder Parents Support Group - The aims of the St Hilda’s Boarder Parents Support Group (BPSG) are:

- To raise the profile of Boarders within the School
- To raise the profile of St Hilda’s Boarding outside the School
- To encourage communication between Boarding families
- To support the Boarding staff
The BPSG works to enhance boarding facilities for our girls and to address any areas that could be improved through consultation with families and staff. Exchange of ideas aimed at enhancing the happiness and care of boarders comes from the active BPSG. The group meets at social functions, Chapel services and School celebrations throughout the year.

**Supporters of the Creative Arts (SOCA)** - The aim of Supporters of the Creative Arts is to assist and extend our Creative Arts programs with particular emphasis on student performance and the support of excellence. To provide this assistance, SOCA will:

- Promote and support events showcasing Music, Visual Art, Drama, Creative Writing and Dance
- Encourage wider student participation in the Creative Arts
- Assist in developing parental and community audiences for Creative Arts activities
- Represent Creative Arts students and parents at Parents and Friends’ meetings
- Conduct fundraising events as required by the Creative Arts departments
- Assist in applying for government funding in support of Creative Arts events, activities and programs
- Affiliate with other School and community-based Arts organisations throughout Australia

**CODE OF CONDUCT**

The St Hilda’s Student Code of Conduct can be accessed in the Student Diary on Page 24 or alternatively can be accessed via the website under the title Safeguarding Students Policies.

Parents and students are requested to make themselves familiar with the standards noted in the Diary

**COMMUNITY CODE OF CONDUCT**

The School is a place which promotes values that are in keeping with the School’s Mission. All students, parents, teachers and staff have the right to be safe, and feel safe, in their School community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. The School Community Code of Conduct sets clear standards of behaviour which are expected of members of the School Community. It specifies the consequences for any member of the School Community who does not comply with those standards of behaviour, whether those persons are on the School’s property, in transit or at another location for the purpose of any School-authorised events or activities.

Parents play an important role in the education of their children and have a responsibility to support the efforts of School staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active interest in their daughter’s School work and progress;
- Communicate regularly with the School;
- Assist their daughter to be neat, appropriately dressed and prepared for School;
- Ensure that their daughter attends School regularly and on time;
- Promptly report to the School their daughter’s absence or late arrival;
- Become familiar with the School Community Code of Conduct and School Rules;
- Encourage and assist their daughter in following the rules of behaviour;
• Work with School staff in dealing with disciplinary issues including their children.

**Standards of Behaviour**

As a minimum, all members of the School Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all School Community members must:

• Respect and comply with all applicable Commonwealth and State laws;
• Demonstrate honesty and integrity;
• Respect differences in people, their ideas and opinions;
• Treat one another with dignity and respect at all times, and especially when there is a disagreement;
• Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
• Respect the legal and moral rights of others;
• Show proper care and regard for School property and the property of others;
• Take appropriate measures to help those in need;
• Respect persons who are in a position of authority;
• Respect the need of others to work in an environment of learning and teaching.

**PROFESSIONAL COUNSELLING SERVICE**

St Hilda’s School provides initial professional counselling services with the School Counsellors to students and families. The School Counsellor is a member of the School’s Student Wellbeing Team, and consequently works within a team-based framework. Where ongoing or extensive counselling is required by a student, the School will provide referrals to external agencies.

School Counsellor appointments are generally booked during the hours of 8:00am – 4:00pm, Monday to Friday, and are available to all students from Junior, Middle and Senior schools.

Parental/Guardian consent for a referral to the School Counsellor is necessary for all Junior School students.

**School Counsellors**

The School Counsellors, who are available to all students and parents, take a pro-active approach to student health and personal development, helping to design programs in these areas as well as working with girls on an individual basis and providing referrals.

Mrs Elizabeth Giovas (Monday to Wednesday) - lgiovas@sthildas.qld.edu.au
Miss Cody Boles (Monday to Friday) – cboles@sthildas.qld.edu.au
CHAPEL

St Hilda’s is an Anglican School that embraces children and parents of other faiths. The Chapel life of the Junior School provides our students with an opportunity to join together in prayer and celebrate the Anglican faith. Students in Prep to Year 6 attend Chapel once a week. The students contribute to the services by selecting readings, writing prayers, dramatizing biblical stories and singing hymns and songs of worship.

Religious Education is taught from Prep to Year 6 for about 60 minutes per week. The aim of these lessons is to teach the students about the Christian faith and its place in their lives. Teachers promote an awareness of other faiths and their contribution. We believe that Chapel and Religious Education lessons nurture in our students an awareness of all faiths and sensitivity to them, while focusing on the importance of respect and dignity of all people.

School Chaplain

The School offers a Religious Education program which plays an important role in the pastoral care of the Junior School community. The Chaplain, Fr Patrick Duckworth provides spiritual leadership for the School as well as organising Chapel services.

ACADEMIC MATTERS

Each of the girls at St Hilda’s Junior School is unique, with individual talents to be nurtured. She brings with her many hopes and aspirations which will contribute towards shaping her future. Our curriculum program and the dedication displayed by every teacher reflects our desire to support each girl through the formative years of her education, to provide opportunities for her to achieve her personal best in academic, sporting, musical and cultural arenas as well as assisting her to realise her dreams. Fanning the inner sparks of possibility leads to flames of achievement.

Using the Australian Curriculum as the basis of our teaching in the core subjects of English, Mathematics, Humanities and Social Sciences (HaSS), Science and Technologies and providing an extensive and well-developed specialist curriculum program, the girls undertake studies in the following learning areas:

**Preparatory:** English, Mathematics, Humanities and Social Sciences (HaSS), Science, Technologies, French, Visual Art, Music, Library, Health and Physical Education, Gymnastics and Religious Education.

**Years 1 – 6:** English, Mathematics, Humanities and Social Sciences (HaSS), Science, Technologies, French, Drama (Years 2-6), Visual Art, Music, Instrumental Music (Years 3 - 6), Dance (Year 4 and Year 6) Library, Health and Physical Education and Religious Education. Additionally, girls in Years 1 and 2 participate in Chess lessons, Years 3-6 STEAM Project.

ASSESSMENT AND REPORTING

Assessment is an ongoing and integral part of the teaching and learning process. Junior School students are assessed regularly in their subject areas. Assessment may take the form of tests, oral presentations, practical tasks, IT based presentations and written assignments. The purpose of Assessment and Reporting is to provide information to students, teachers and parents about a student’s learning.
Academic reports are available to parents via Parent Lounge at the end of Semester 1 and Semester 2. Reports will provide information concerning the student’s progress within each subject, including an assessment grade or an annual overall grade, an effort rating (1 to 5 effort rating scale with 1 indicating a need for assistance to 5 which indicates excellence) and teacher’s comment. Grades (A+ to E-) will also reflect the student’s achievement within the course. Students will receive an Interim Effort Rating Report at the end of Term 1 and 3.

PARENT INFORMATION EVENINGS

A number of Parent Information sessions are scheduled throughout the year. At these sessions, staff provide parents with an overview of the curriculum, pastoral care structures and other relevant information that support student learning. This is also a valuable opportunity for parents to meet staff.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews strengthen the connection between home and school, reflecting the strong commitment to authentic partnerships with families. They offer an important opportunity for parents to speak to their daughter’s teacher to ascertain how she is progressing in her academic studies. Interviews are scheduled twice a year at the end of Terms 1 and 3 and it is strongly recommended that parents and students attend these interviews. Bookings for Parent/Teacher Interviews are made online and notification of the times, login and password will be sent out prior to the dates of interviews. Should parents wish to discuss their daughter’s progress at any other time, they should contact the School to organise an appointment with relevant staff at a mutually convenient time.

NAPLAN

Each year students in Years 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). These national tests assess skills in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

iPADS

Junior School students in Years 4 – 6 are required to bring their own iPad to School as they play a key role in helping the girls to manage their learning experiences. They will use a range of apps for different subjects; these are listed on the School website under Junior/iPad Portal/iPad Set Up/iPad iTunes U Courses.

A Full-sized iPad is required as the iPad Mini is not compatible with National Testing requirements. We do recommend that students also have the Logitech snap on keyboard or keyboard folio covers. If you have any questions about the iPad Program, please do not hesitate to contact Mr Geoff Powell via email gpowell@sthildas.qld.edu.q or on 0403 545160.

Students are responsible for the safe storage of their iPad during the School day in their classroom and should take it home to charge the battery each evening so that it is ready for use the next day. Please check that your iPad is labelled, including the charger and that you have a protective cover.

Students are not permitted to use their iPad in the playground before School or during break times.

MOBILE PHONES

Junior School Students (up to Year 5) who bring a mobile phone to School are required to sign it into Junior School Reception before the start of the School day. Please ensure that it is turned off. Students can sign their phone out from Junior School Reception after School. Students in Year 6
are permitted to store their mobile phone in their locker during the School day. However, are not permitted to use it during the day.

DAILY ROUTINE

School Day: ................................. 8.20am – 3.25pm (Pre-Prep to Year 6)
Office: ............................................. 8.00am – 4.30pm
Before and After School Care: .............. 7.00am – 8.15am and 3.30pm – 6.00pm

It is important that students arrive at school by 8:10am to ensure they are ready and organised to commence class at 8:20am. Class rolls are marked at the start of each lesson. Students who arrive late to school must sign in at Student Reception. They will each be given a late slip which must be presented to the teacher on arrival to class. The school day finishes at 3:25pm.

Junior School Timetable – Weeks A & B

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call</td>
<td>8.20-8.30am</td>
<td>8.20-8.30am</td>
<td>8.20-8.30am</td>
<td>8.20-8.30am</td>
<td>8.20-8.30am</td>
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<tr>
<td>1</td>
<td>8.30-9.20am</td>
<td>8.30-9.20am</td>
<td>8.30-9.20am</td>
<td>8.30-9.20am</td>
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<td>2</td>
<td>9.20-10.20am</td>
<td>9.20-10.20am</td>
<td>9.20-10.20am</td>
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<td>9.20-10.20am</td>
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<td>RECESS</td>
<td>10.20-10.50am</td>
<td>10.20-10.50am</td>
<td>10.20-10.50am</td>
<td>10.20-10.50am</td>
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<td>3</td>
<td>10.50-11.40am</td>
<td>10.50-11.40am</td>
<td>10.50-11.40am</td>
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<td>4</td>
<td>11.40am-12.40pm</td>
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<tr>
<td>LUNCH</td>
<td>12.40-1.25pm</td>
<td>12.40-1.25pm</td>
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<td>1.25pm-2.25pm</td>
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<td>6</td>
<td>2.25-3.15pm</td>
<td>2.25-3.15pm</td>
<td>2.25-3.15pm</td>
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<tr>
<td>Week A</td>
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<tr>
<td>Years 3-6</td>
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<tr>
<td>Assembly/P-6</td>
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<tr>
<td>House Meetings</td>
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<tr>
<td>Weeks A &amp; B</td>
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<tr>
<td>Year 3 – 6 Chapel</td>
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<tr>
<td>Prep - Year 2 Chapel</td>
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<tr>
<td>Prep - Year 2 Assembly</td>
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</tbody>
</table>
Learning Enhancement

At St Hilda’s School we believe that every girl is unique, with a wide range of abilities, interests and learning styles. Classroom teachers differentiate their curriculum to cater for the specific needs of the students.

Our curriculum is complemented by a variety of targeted programs and co-curricular activities aimed at providing each student the opportunity to experience the joy of striving to reach her potential.

Learning Support

At St Hilda’s School we use a multi-disciplinary approach when identifying the special needs of students.

In the Junior School there are a number of avenues available to students who need additional support. These include:

- Small group withdrawal for literacy and numeracy.
- In class teacher and teacher aide support.
- Reading programs.
- Phonological awareness program for Prep students.
- After school Homework Club and Maths tutorials.
- Individual Education Program for students who are eligible for special funding.

Enrichment Programs

Students who excel in their academic subjects are catered for through the differentiated curriculum, extension and enrichment activities. They are also invited to participate in various events including G.A.T.E.ways days, after school clubs, Da Vinci Decathlon and ICAS Competitions.

English as an Additional Language/Dialect

English as an Additional Language (EAL/D) support is available in the forms of: withdrawal (for new arrivals), support in class, or monitoring, according to each individual student's needs. Staff work closely with the classroom teacher to support learning, enabling the student to achieve success while discovering strategies and structures that accommodate their learning needs.

Homework

Homework is set by the teachers to enable the students to practise and revise day-to-day work. As homework is undertaken in the home it is parental responsibility to monitor effort and completion. Teachers are responsible for marking completed work that is handed in. Work not completed is deemed to be with parental knowledge.

Homework consists of revision of number facts and spelling, reading and in Years 3 – 6 Literacy activities. It is also recommended that students in Years 3 – 6 complete 10 minutes instrumental practice each day.

As homework is recommended, but not seen as compulsory it, therefore, allows parents to make decisions in regard to its completion in light of the student's co-curricular loading, academic standing
and/or family commitments. Any parent who has concerns regarding homework should direct them to their daughter’s Form Teacher.

**LIBRARY**

The Junior School Library is open in the morning from 8am - 8.15am, Monday to Friday. During these morning open times students are permitted to borrow and/or return books. The Library is open during lunch times and also after School until 4.30pm. The session after School is supervised by OSHC Staff.
JUNIOR SCHOOL AWARDS

G.R.O.W. AWARDS

PREP TO YEAR 6 - WEEKLY

The G.R.O.W Awards embody the essence of our social and emotional framework within the Junior School. Students may be eligible for an engagement, relationships, responsibility or attitude award to acknowledge their growth over the semester.

Awards to be presented in class or cohort as/when required.

Engagement Award
G – getting ready (engagement)
The student has demonstrated …
• a well organised approach and is prepared for her learning
• initiative and problem solving in order to engage more productively
• curiosity and taken steps to approach her learning with creativity

Relationships Award
R – respect and relationships (relationships)
The student has demonstrated …
• respect, empathy and understanding towards others
• an ability to collaborate and communicate well with others
• an approach to conflict with a restorative attitude
• honesty and gratitude

Responsibility Award
O – ownership of actions (responsibility)
The student has demonstrated …
• an ability to manage feelings and accept responsibility
• compassion for others
• an ability to be reflective of actions

Attitude Award
W – willingness to give things a go (attitude)
The student has demonstrated …
• a growth mindset
• a willingness to be challenged
• perseverance, grit and determination
• a positive attitude

END OF SEMESTER ASSEMBLIES

PREP TO YEAR 2

At the conclusion of each semester, an assembly is held to celebrate learning and/or personal achievements of students.
SPIRIT/ENDEAVOUR CERTIFICATE

Form teachers and specialist teachers may award Spirit or Endeavour certificates to students who fulfil the criteria below.

<table>
<thead>
<tr>
<th>Junior School Spirit Certificate (Prep – Year 2)</th>
<th>Junior School Endeavour Certificate (Prep – Year 2)</th>
</tr>
</thead>
</table>
| Student has demonstrated by her behaviour a generosity of spirit and positive attitude toward peers, staff and visitors. This could include--
  - demonstrating compassion, respect, cooperation, courtesy, good grace, dignity and/or kindness
  - being prepared to be of service to others and willing to accept responsibility and volunteer appropriately
  - being a role model for other students
  - demonstrating the ability to organise and work in groups both effectively and harmoniously
  - demonstrating a commitment to the school community through participation in a range of activities including music, sport, community service, fund raising and House activities |
| Student has demonstrated effort, excellence or improvement in her work habits and skills. This could include--
  - demonstrating effort
  - demonstrating enthusiasm, a positive attitude and an application to task
  - improvement in academic standard or high academic achievement
  - improvement in work practice eg. time management, organisation, focus, independence
  - accepting new challenges and being prepared to take risks in learning |
END OF SEMESTER ASSEMBLIES

YEAR 3 - 6

At the conclusion of each semester, an assembly is held to celebrate learning and to present:

- Junior School Scholar Award
- Junior School Scholar Badge (Semester 2 only / Years 5 and 6)
- English – Outstanding Progress Award
- Mathematics - Outstanding Progress Award
- Creative Arts Certificate for contribution in Music, Drama and/or Visual/Media Arts (Semester 2 only / Year 6)
- Certificate of Sport for contribution and commitment in the sporting arena (Semester 2 only / Years 5 and 6)
- Junior School Music Cup (Semester 2 only / Years 3-6)
- Junior School Sports Girl of the Year (Semester 2 only / Years 3-6)
- House Service Award for ongoing contribution and service to the House (Semester 2 only / Years 3-6)

JUNIOR SCHOOL SCHOLAR AWARD

YEARS 3 – 6

Student has achieved an A standard in the following subjects/areas during the semester:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Other subjects – at least three of Languages, Art, Drama, Music, HPE, Technologies
JUNIOR SCHOOL SCHOLAR BADGE

Students in Years 5 and 6 who are awarded a Scholar’s Award in Semester one and two will be presented with a Junior School Scholar Badge.

ENGLISH OUTSTANDING PROGRESS AWARD

YEAR 3 - 6

In recognition of outstanding academic progress, these students will have showed significant development in one or more of the following areas.

The student has demonstrated:
• an improvement in A-E English assessment tasks
• a significant improvement in spelling
• a significant improvement in reading
• a significant improvement in writing skills.

MATHEMATICS OUTSTANDING PROGRESS AWARD

YEAR 3 - 6

In recognition of outstanding academic progress, these students will have showed significant development in one or more of the following areas.

The student has demonstrated:
• an improvement in A-E Mathematics assessment tasks
• a significant improvement in numeracy skills.
CREATIVE ARTS CERTIFICATE – (YEAR 6)

To be awarded a Creative Arts Certificate a student has:
- achieved an A standard in at least two of the following areas - Visual and Media Arts, Drama and/or Music
- demonstrated a consistent attitude, focus and commitment in at least two of the following areas – Visual and Media Arts, Drama and/or Music
- been generous with her talents.

CERTIFICATE OF SPORT – (YEARS 4, 5 & 6)

To be awarded a Certificate of Sport a student has:
- demonstrated a high standard of appropriate skills in a range of sports
- represented St Hilda’s School in at least four Andrews Cup competitions
or
- represented St Hilda’s School in at least two Andrews Cup competitions and compete in a representative team (Qualified for the Schools’ based Regional, State or National level Team)

JUNIOR SCHOOL MUSIC CUP – (YEAR 6)

The Junior School Music Cup is presented to the Year 6 student who has demonstrated a high level of skill, leadership, responsibility, musicianship and commitment to Junior School Music.

JUNIOR SCHOOL SPORTS GIRL OF THE YEAR – (YEAR 6)

Junior School Sports Girl of the Year is presented to a Year 6 student who has demonstrated a high level of skill, leadership, responsibility, sportsmanship and commitment to Junior School sport.
HOUSE SERVICE AWARD – (YEARS 3 – 6)

Awarded to up to four recipients per House excluding existing Captains.

To be presented with a House Service Award a student has:

- consistently demonstrated a commitment to the House, without thought or expectation of reward,
- consistently demonstrated a genuine willingness to contribute to a team effort for the benefit of the members of the House and in support of the House staff,
- participated actively in all House activities and sporting events demonstrating a willingness to strive to achieve a personal best for the benefit of the House,
# SPEECH DAY AWARDS

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>• Junior School Merit Award</td>
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<tr>
<td></td>
<td>• Principal’s Award</td>
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<tr>
<td>Year 2</td>
<td>• Junior School Merit Award</td>
</tr>
<tr>
<td></td>
<td>• Principal’s Award</td>
</tr>
<tr>
<td>Year 3</td>
<td>• Junior School Merit Award</td>
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<td></td>
<td>• Academic Excellence Award</td>
</tr>
<tr>
<td></td>
<td>• Principal’s Award</td>
</tr>
<tr>
<td>Year 4</td>
<td>• Junior School Merit Award</td>
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<td></td>
<td>• Academic Excellence Award</td>
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<td></td>
<td>• Principal’s Award</td>
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<tr>
<td>Year 5</td>
<td>• Junior School Merit Award</td>
</tr>
<tr>
<td></td>
<td>• Academic Excellence Award</td>
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<td></td>
<td>• Principal’s Award</td>
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<tr>
<td>Year 6</td>
<td>• Junior School Merit Award</td>
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<td></td>
<td>• Academic Excellence Award</td>
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<td>• Principal’s Award</td>
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<tr>
<td></td>
<td>• Non Nobis Solum Award</td>
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<tr>
<td></td>
<td>• Best All Round Girl</td>
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<td></td>
<td>• Dux of Junior School</td>
</tr>
</tbody>
</table>

## JUNIOR SCHOOL MERIT

Academic Merit is awarded to students in Years 1 to 6 who have demonstrated a consistent effort rating of either a 4 or 5 and have achieved a high level of performance in the four key learning areas of English, Mathematics, Science, Humanities and Social Sciences.

## ACADEMIC EXCELLENCE

Academic Excellence Awards are presented to students who have achieved at a Very High Standard throughout the year in five or six of the Authority Subjects.
PRINCIPAL’S AWARD

The Principal’s Award is presented to student/s in Years 1 - 6 who has:
  • shown considerable initiative in accepting high levels of personal responsibility for their learning
  • participated in and contributed to the co-curricular life of the School
  • displayed commitment to and support of the School ethos
  • demonstrated service to others and a generosity of spirit
  • shown dedication and teamwork.

JUNIOR SCHOOL VICE CAPTAIN AWARD

• In recognition of the outstanding leadership provided by the Junior School Vice-Captain

JUNIOR SCHOOL CAPTAIN AWARD

• In recognition of the outstanding leadership provided by the Junior School Captain

NON NOBIS SOLUM AWARD

Awarded to a student in Year 6 who has demonstrated consistently:
  • a willingness to embrace fellow students with sincerity,
  • empathy, sensitivity and compassion towards those with whom she works and plays,
  • a commitment to the school community through participation in a range of activities which could include expressive arts, sport, community service, fundraising and House activities,
  • good grace, dignity and kindness and by her manner and behaviour is deemed by all she meets to be a fine role model for fellow students in the Junior School.

BEST ALL ROUND GIRL

The Best All Round Girl Award is presented to the student in Year 6 who has:
  • received a Creative Arts Certificate
  • received a Certificate of Sport
  • been awarded an Academic Honours/Merit Certificate
  • demonstrated consideration of others and a willingness to share her talents and time
  • demonstrated the St Hilda’s School motto *Not for Ourselves Alone* in her manner and behaviour in the classroom, on the sporting field and in cultural pursuits.
The Dux of Junior School Award is presented to the student who has achieved the highest academic results in the cohort. Students from the Honours and Year 6 classes are eligible for Dux. Data to determine the results are drawn from external standardized testing and internal assessment.
COMMUNICATION

Website

The School’s website is found at sthildas.qld.edu.au, on this website there is a wealth of information. Information pertaining to Junior School can be found under the Junior pull down menu and parents are encouraged to visit this site regularly for updates. The School has a Facebook page and Twitter account which can be accessed from the base of the Website. The St Hilda’s App for iPhones is available from Google Play.

Parent Lounge

The interactive web-based portal, Parent Lounge, is the School’s primary means of communication between School and home. This is a secure, password protected site and allows access to information such as:

- Student Details including Timetable, Medical Information and Teachers’ contact information
- Student Records
- Student Attendance details
- Extra-Curricular Information
- School Calendar/Events
- Correspondence
- Community News
- Weekly Newsletter
- Excursions
- Sport Information
- Parent Directory
- Parent Teacher Interviews (held each semester)
- Links to various documentation including Staff Contact details, Junior School Café online ordering etc.

Parents will receive their Parent Lounge user name and password via email in the first week of School. Parents who have questions regarding their details in Parent Lounge may contact the Director of Admissions at enrolments@sthildas.qld.edu.au, and for forgotten username and/or password, please notify jmclean@sthildas.qld.edu.au.

Student Diary

The Student Diary is for student use in respect to homework details and also notes relevant to in-school activities. Students are required to bring the Diary to school each day and to each lesson. Form Teachers will sight and sign the Diary each day and parents are also required to sign the Diary every night. Whilst it is also an avenue of communication between home and school, parents are asked not to include personal information of a private nature. Children can lose their Diaries and whilst they are returned the Diary ceases to have the level of privacy required when personal information is open to viewing. It would be appreciated if parents did not write all over the Diary pages as it means the intent of the Diary is diminished and it causes stress for the student when she does not have the space to make her own notes.
**St Hilda’s Correspondence**

School notices and correspondence are distributed to parents via email from St Hilda’s Correspondence and pertains to school events, excursions and activities, and general notices. This information is also linked to the Correspondence portlet on Parent Lounge and remains available for the duration of the activity. The School Newsletter – Extra is emailed bimonthly and this communication contains information specific to the Junior School. Parents are strongly advised to read these newsletters in order to be informed of events occurring in the School.

**HEALTH ISSUES**

If your daughter is unwell, it is often most appropriate to keep her at home. A child who is sick will not be able to perform well at school and is likely to spread the illness to other children and staff. Please make arrangements to care for your daughter at home if she is not well.

Please do not send your daughter to school if she has:

1. Fever in the past 24 hours
2. Vomiting or diarrhoea in the past 24 hours
3. Strep throat
4. Bad cold, with very runny nose or bad cough
5. Contagious infections
6. Is otherwise obviously unwell

Childhood illnesses are spread easily when children are in close contact in the School setting. When a child becomes unwell at school, parents will be contacted to collect her as soon as possible. Where it is not practical for your daughter to be collected straight away, your emergency contact will be required to collect her from school.

The School follows the guidelines set down by the National Health and Medical Research Council for the period of exclusion from School for infectious diseases.

It is important that the School records contain up-to-date details of your daughter’s health needs. Parents are responsible to ensure that these records are regularly updated. In the case of students who suffer allergic reactions or are asthma sufferers, it is imperative that we are advised of the necessary steps to be taken in order to deal appropriately if an emergency should arise.

**ILLNESS EXCLUSION TIMES**

<table>
<thead>
<tr>
<th>DISEASE OR CONDITIONS</th>
<th>EXCLUSION OF CASES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronchiolitis and Bronchitis</td>
<td>Exclude until appropriate medical treatment is given and the child is feeling well</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until all lesions have crusted, and there are no moist sores and the child feels well</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude children during the acute stage of the infection</td>
</tr>
<tr>
<td>Croup</td>
<td>Exclude until fully recovered</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude child until all the blisters have dried</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Readmit the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Influenza</td>
<td>Excluded until the child feels well</td>
</tr>
<tr>
<td>DISEASE OR CONDITIONS</td>
<td>EXCLUSION OF CASES</td>
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<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td>Measles</td>
<td>Exclude from unimmunised children for at least four days after onset of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Readmit the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Exclude until vomiting and diarrhoea has ceased</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered</td>
</tr>
<tr>
<td>School Sores (Impetigo)</td>
<td>Readmit once appropriate treatment has commenced. Any sores on exposed surfaces should be properly covered with a dressing.</td>
</tr>
<tr>
<td>Viral Gastroenteritis</td>
<td>Exclude until diarrhoea has ceased</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for five days after starting antibiotic treatment</td>
</tr>
</tbody>
</table>

**MEDICATION**

Medication will only be administered to children where parents have completed the Student Medication Form. The form can be obtained from the Junior School Reception.

All medication should be labelled with the following:
- Child’s name
- Name of the doctor
- Dosage

Medication must be left at Junior School Reception and no student is to have either liquid medication or tablets in her possession whilst at School.

**PEANUT ALLERGY**

A number of students in the Junior School have a severe allergy to peanuts and other nut-based products. Some of the students concerned can even have a reaction to people who have touched peanuts/nuts. We ask parents **not to include peanuts or nut products in lunchboxes**. We appreciate your co-operation in this matter, as it is our desire to keep all children safe whilst at School.

**EXCURSIONS**

For students who are invited to participate in an excursion, an email will be sent to the parents from excursions@sthildas.qld.edu.au, which will include a hyperlink to Parent Lounge. The Excursion feature on Parent Lounge allows parents to view detailed excursion information, including risk management and medical records, and ‘accept’ the excursion online.

**EVENTS**

The Excursions module on Parent Lounge also facilitates Event invitations, RSVPs and payments. Parent invitations will be emailed from events@sthildas.qld.edu.au and parents can RSVP, select options and make payments via Excursion portlet on Parent Lounge.

**CURRENT INFORMATION**

Always keep the school advised of information that is helpful for the school and contributes to the wellbeing of your daughter, such as:
- major commitments that impact on study time or attendance
- conditions such as allergies, dyslexia
- illness
- major illness or situations within the family or close friends
- living arrangements such as sharing between households, family separations, parent travelling or working away
- court orders

CHANGE OF ADDRESS

If your personal contact details change i.e. address, email contact or telephone number please advise the Junior School Reception of this as soon as possible. We require current contact details for parents at all times.

LATE TO SCHOOL

If students are late they need to report to Junior School Reception in the James Administration Building to be issued with a late stamp.

ABSENCE FROM SCHOOL

If a child is to be absent from School due to illness parents are requested to contact the Junior School Reception on 5577 7230 or send a text message to Administration SMS 0416 906 250 no later than 9.00 am on the day of absence. Parents of students who have an unexplained absence after this time will be contacted by SMS. If the period is to be an extended absence due to the advice of a doctor, please ensure that the information is forwarded to staff in the Junior School Reception. The information will be distributed to the Form Teacher concerned. On the student’s return to School, parents are asked to follow up with a note explaining their daughter’s absence from School. The number of days a student is absent is recorded in the School Report.

LEAVE OF ABSENCE

Parents are required to write to the Head of Junior School requesting permission for a student to be absent from School during the term (for reasons other than illness). If permission is granted there will be a letter of confirmation sent to parents from the Head of Junior School noting the days of absence. Confirmation will be directed to the Form Teacher so she/he is also aware that your daughter will be absent during the term.

EARLY DEPARTURE FROM SCHOOL

If a student needs to depart School early to attend an appointment, parents are required to inform the School in writing prior to the appointment day. Parents collect and sign out their daughter from Junior School Reception. Permission will not granted to leave prior to the end of the day for activities except for involvement in elite sport training, medical or specialist therapy appointments.

CARPARK SUPERVISION

There are two Car Parks available for parents of Junior School students. The Pre-Prep-Year 2 Car Park accessible through Gate 13 off Whitby Street is for use by parents of students in Pre-Prep-Year 2. A drive-through drop-off and collection point and a Car Park are available.

The Year 3 - 6 Car Park accessible through Gate 10 off Whitby Street is for use by parents of students in Year 3 to Year 6. A drive-through drop-off and collection point and a Car Park are available.

The welfare of our students is of prime importance; therefore, staff who patrol the two Junior School Car Parks do so with the intention of protecting all of our students.
If a teacher asks you to remove your vehicle from the no parking zones marked in the Car Parks (including the DROP OFF ZONE), park in an approved parking bay or follow safety procedures. Staff direct movement of vehicles because it is deemed that your vehicle is causing an obstruction or preventing students and parents accessing their vehicle safely. It is never permissible under any circumstances to ignore or speak in a manner that is impolite or unacceptable in the School community.

The duty of all staff in the St Hilda’s Junior School community is to protect the welfare of all of the children in their care. The responsibility of all parents is to respond in a manner that is appropriate and dignified and in keeping with a shared desire to protect the welfare of all of our children. Parents of students in Prep – Year 6 are requested to use the drive through to collect their daughters rather than park and walk in where possible. The School day finishes at 3.25pm; please allow your daughter time to walk to the pick-up area and time your arrival for between 3.35 and 3.45pm to avoid being sent around to drive through again.

Drive through Pick-Up Procedures:

- Clearly display the name sign on the dash board in your car on entering the Car Park. (These are distributed to students in the first week of Term 1)
- Students will be called to the pick-up area from the bench seat. Please drive slowly along the pick-up lane and collect your daughter as directed by staff and do not leave your car.
- Students are required to enter the car from the passenger side of the vehicle only.
- Parents will be requested to drive around again if their daughter is not in the pick-up area when called.

Car Park expectations:

- The drop off zone is a no-parking zone.
- Parents wishing to stop are to use the marked parking bays only.
- Engines should always be turned off when alighting from your vehicle.
- Mobile phones should not be used whilst your vehicle is in motion.
- The Speed Limit in the area is 15 kilometres per hour.
- Use the supervised crossing when crossing the road in the Pre-Prep – Year 2 Car Park area and follow the directions of the teacher supervising the crossing.
- Staff in attendance at the Car Park, are there to protect the welfare of the children using the Car Park. Therefore, if a staff member makes a request, please respond positively.
- Car Parks reserved for parents dropping off/collecting their children from Carey Lane Early Learning Centre are not for use by Junior School Parents.

**SUPERVISION - PLAYGROUND**

Staff members are rostered to supervise the girls prior to School commencing from 8.00am, during the morning tea and lunch breaks. In addition, staff patrol the Pre-Prep -Year 2 Car Park from 8.00 – 8.20am and the Sports Complex and Pre-Prep - Year 2 Car Parks from 3.30-3.45pm. These staff can be identified easily as they wear Hiviz Vests.

Students who arrive at School prior to 8.00am should be supervised by their parents or booked into Before School Care. Any students in Prep – Year 3 not collected by 3.45pm will be taken to and booked into After School Care and charges will apply. Student in Years 4 – 6 remaining after 3.45pm will be taken to the Junior Library for supervision, at 4.30pm any student who has not been collected by their parent will be taken and booked into After School Care and charges will apply.

For parents with daughters in multiple year levels it is recommended that they arrange to collect all daughters at the Car Park provided for the youngest daughter. Parents are requested to, not use other areas of the School to drop off or collect their daughter as these areas are unsupervised.
DEALING WITH A CONCERN

Parents who wish to bring to the attention of their daughter’s Form Teacher any issue associated with academic performance, homework, absence, illness, classroom/playground relationships or any other matter have a range of options available to them. These include:

- **Contacting the Form Teacher via the Student Diary.** As the diary can become a public document and one that the student carries for the year it is recommended that the names of other students or any issue you believe may be of a private and confidential nature not be included. If this is the case, please use an alternative method of communication to contact your daughter’s Form Teacher.

- **Emailing your daughter’s Form Teacher.** Teachers usually access their emails prior to School commencing and if this is the case the Form Teacher will acknowledge receipt of the email and will investigate the issue or concern outlined. Often matters cannot be investigated immediately due to timetable demands. However, be assured that as soon as a suitable time is available the teacher will proceed with the investigation and respond to you via email, telephone or follow-up interview. If the matter involves more than one teacher, please address the email to the staff members concerned and if you would like to ensure that the Head of Junior School is informed of the situation, please include her in the email group.

**Contacting the Junior School Leadership Team**

- **Student Learning Leader – Prep:** Mrs Natalie Gladman 5577 7230 email: ngladman@sthildas.qld.edu.au
- **Student Learning Leader – Yr 1:** Ms Katherine Holmes 5577 7230 email: kholmes@sthildas.qld.edu.au
- **Student Learning Leader – Yr 2:** Mrs Marina Jacovou-Johnson 5577 7230 email: mjacovoujohnson@sthildas.qld.edu.au
- **Student Learning Leader – Yr 3:** Mrs Nina Lee 55 77 7230 email: nlee@sthildas.qld.edu.au
- **Student Learning Leader – Yr 4:** Mrs Raechel Alback 5577 7230 email: ralback@sthildas.qld.edu.au
- **Student Learning Leader – Yr 5:** Ms Eileen Power 5577 7230 email: epower@sthildas.qld.edu.au
- **Student Learning Leader – Yr 6:** Mr Daniel Martinez 5577 7230 email: dmartinez@sthildas.qld.edu.au
- **Head of Curriculum Junior School:** Mrs Samantha Birch 55 777286 email: sbirch@sthildas.qld.edu.au
- **Deputy Head of Junior School:** Mrs Melissa Wilkins 55 777237 email: mwilkins@sthildas.qld.edu.au
- **Head of Junior School:** Mrs Tracey Maynard 55 777 231 or emailing: tmaynard@sthildas.qld.edu.au

DEALING WITH AND RESPONDING TO INAPPROPRIATE BEHAVIOUR

It is most important that a perceived concern is reported and investigated as this often reveals that there are a range of circumstances associated with the incident and a parent may only have one perspective.

When a matter associated with student behaviour (toward another student and/or teacher) has been reported to a staff member, Student Learning Leader, Deputy Head of Junior School or the Head of Junior School various options are available to respond to and/or deal with the matter.
If the matter is of a minor nature it will be dealt with by the Form and/or Specialist Teacher. In some instances where it is deemed necessary the staff member will also take the option of informing the Student Learning Leader or Deputy Head of Junior School about the situation. Once an incident has been investigated parents will be contacted if the matter is considered to be of a serious nature. The students involved in the incident will be made aware of the outcome and will be informed of any steps to be taken to ensure the inappropriate behaviour does not re-occur.

In dealing with an issue the privacy and dignity of all of the individuals involved is respected. If a situation is deemed to be of a serious nature parents will always be informed. Any remediation behaviour will be at the discretion of the Head of Junior School/Teacher-in-Charge and in keeping with the fact that St Hilda’s is a Christian School whose ethos demands gentleness, tolerance and respect for all members of the community. It is most important that adults remember that we are dealing with children and that they do make mistakes and on occasions make wrong choices. However, the intent is not necessarily premeditated and can be the result of a spur of the moment decision or reaction.

If a similar incident occurs involving the same student/group of students then the School will act to protect the welfare of a student or students. In this situation the following procedure will be undertaken:

- Head of Junior School or a member of the Junior School Leadership Team will investigate the situation ensuring that all involved in the incident have an opportunity to express their perspectives in relation to the incident.
- If there is evidence to confirm that one student or group of students was responsible for the incident, then parents will be informed and a follow-up interview will be conducted by a member of the Junior School Leadership Team.
- In order to stress that inappropriate playground behaviour that compromises the wellbeing of other students is unacceptable the offending student will have her access to the playground withdrawn. If the matter occurs in the classroom and the behaviour is detrimental to the learning of other students then the student will be withdrawn for a period of time.
STUDENT LIFE

THE HOUSE SYSTEM

The House system is an integral part of school life at St Hilda’s. House events are a great way for girls to get to know each other across different year levels and extend their friendship groups, as well as developing a range of skills and providing opportunities for student leadership. Every new student is assigned to a House. Students with existing family connections will be placed in that House. Students attend House meetings held twice a term.

The Junior School Houses are:
- Acacia (Sky Blue)
- Grevillea (Purple)
- Tristania (Emerald Green)

Students quickly form an allegiance to their House and a sense of fun and friendly competition pervades house events. All of these events contribute enormously to school spirit. Students attend and represent their House in various events throughout the year:
Sport: Swimming, Cross Country, Athletics

OUTSIDE SCHOOL HOURS CARE (OSHC)

Outside School Hours Care can be booked on a permanent (set days each week) or casual basis by booking and paying online through My St Hilda’s on the day that care is required. Bookings will be accepted provided there are places available.

Before School Care
- 7.00am—8.15am @ $12.00 per session

After School Care
- 3.30pm—6.00pm @ $12.00 for first hour or $20.00 for the afternoon
  Students who are not collected by their parent from Co-curricular Clubs at the finishing time or from pick-up areas at 3.45pm will be accompanied to After School Care and booked in. Please note that After School Care charges will then apply.

Vacation Care
- $50 per day + any incursion costs

Late Fees
- $20 late fee will apply from 6.01pm—6.15pm with a further charge of $1.00 each minute thereafter.
- If children will not be attending OSHC on a day they have been booked, the School must be notified no later than 2.00pm. Failure to do so will result in a forfeit of fees.
- Accounts will be billed MONTHLY and must be paid within seven days. If an account falls into arrears and attempts are not made to rectify the position, your child’s place may be jeopardised.
- Receipts will be issued immediately accounts are paid to assist parents who claim the government rebate.
CO-CURRICULAR ACTIVITIES

The school places a high importance on the co-curricular program, because we believe it adds significantly to each student’s school experience, offering opportunities for personal growth and development. The co-curricular program is extensive and includes opportunities for girls to participate in both cultural and sporting activities. These activities help students to create meaningful connections through common experiences, encouraging a sense of belonging as well as school spirit. Details regarding the Extra and Co-curricular Activities offerings in Junior School can be obtained through the Website.

SPORT OVERVIEW

Sport aims to develop girl’s potential through quality sporting competition and social interaction within a supportive environment. The Junior School offers many opportunities for the girls to participate in sport. These include –

- House Carnivals
- Selection to attend District sporting trials
- Andrews Cup (Years 2 – 6)
- Club Netball (Year 1 – 6)
- Club Touch (Years 3 – 6, Year 2 from Season 2)
- Net Set Go Netball (Years 1 and 2)
- Auskick (Prep – Year 6)
- Total Football Academy (Soccer – Years 2 – 6)
- Sports Management Program (Prep – Year 6)
- Tennis (Pure Tennis)
- Gymnastics (Delta Gymnastics)
- Swimming (St Hilda’s Aquatics Club)

Further information about sport can be obtained from the Website or by contacting Mr Brad Moore bmoore@sthildas.qld.edu.au. His office is located in the MPC.

Andrews Cup

The Andrews Cup is an association of ten independent Primary Girls’ School who participate in a sporting competition. These Schools include – St Hilda’s School, Somerville House, St Margaret’s School, St Aidan’s School, Moreton Bay College, Clayfield College, The Glennie School, Toowoomba Anglican College and Preparatory School, Fairholme College and Ipswich junior Grammar School. Students can trial for selection to represent St Hilda’s School through trial days and/or performance at House Carnivals. Training for these sports occurs before or after School. Sports included in the competition include –

- Swimming, Athletics, Cross Country and Gymnastics (Years 2 – 6)
- Touch, Tennis, Netball, Softball (Years 4 – 6) Basketball (Year 6 only)
MUSIC

Music is an integral part of life at St Hilda’s, with opportunities for individual and group participation. Students are invited to participate in various performance opportunities held throughout the year. These include the Gala Concert, Twilight Concerts, Sing Out, musical productions, participation in Eisteddfod competitions. Every second year the School stages a School Musical. Students in Years 4 – 6 are invited to participate. There is a wide variety of ensembles, bands and choirs in which to participate. Rehearsal times are before and after School and include Years 2 and 3 Choir, Years 4 – 6 Choir, Years 4 – 6 Vocal Ensemble (Auditioned Choir), Junior String Ensemble and Junior Concert Band.

DRAMA

St Hilda’s School has a long-established tradition with Drama. Drama is taught in the curriculum and offered through a variety of activities after School. These include School Musical, Drama Club, Why Not Poetry/Prose/Shakespeare? Competitions, Workshops and Extra Subject Speech and Drama Lessons.
ART

Art is taught in the curriculum and encompasses both Visual and Media Arts. In addition, a variety of activities are offered after School and may include Create Festival Workshops and Art Clubs.

THE OUTDOOR EDUCATION PROGRAM

Outdoor Education adds an important dimension to students' learning and personal development and continues to be an integral part of the Junior School experience. Through challenge, at a personal and team level, the girls experience enhanced self-esteem and confidence, improved communication skills and a greater sense of community with both their peers and teachers. Outdoor Education enhances the girls' perception of what they are capable of, whilst developing their understanding of how their actions affect themselves, others and the environment. Students from Years 3 to 6 take part in an outdoor education experience each year, where they are introduced to a carefully structured and sequenced combination of activities.

- Year 3 – Tyalgum Ridge
- Year 4 – Lake Ainsworth
- Year 5 – Camp Goodenough, Bilambil
- Year 6 – Canberra
EXPECTATIONS AND RESPONSIBILITIES

UNIFORM

All students are required to wear the uniform in its entirety. Staff are vigilant in monitoring the wearing of the uniform and their effectiveness can be enhanced with the co-operation and support of parents. Details in regard to uniform and jewellery are contained on Pages 25 and 26 of the Student Diary. However, as a reminder:

- School shoes are black leather School shoes (Buckle/Velcro – Pre-Prep to Year 3 and Lace – Years 4-6) and heels are to be School approved height. No stacked heels are permissible. Shoes should be polished regularly.
- Sports shoes are to be predominately white. Expensive fashionable shoes are inappropriate and do not always stand the wear and tear of day-to-day activities.
- If hair is worn at a length that can be tied back then it should be secured with a navy blue ribbon or scrunchie. Fringes should not impede vision. Braided hair with coloured accessories is not permissible at any time. Hair should be of natural colour.
- Earrings are to be small sleepers or studs. Students who choose to have their ears pierced during the School term are to ensure that the earrings available to them are in keeping with School regulations.
- Students are not to wear jewellery other than a watch. Watches should be plain.
- Nails must be short and clean. Nail polish is not acceptable.
- Year 6 students are required to wear the School Blazer over their Uniform in Terms 2 and 3 to and from School and to Assembly and Chapel.

Please ensure that all items of uniform are clearly named

Early Morning / Late Afternoon Sports Practice

Full school uniform must be worn to and from school each day, except when attending early morning practices. Students wearing sports uniform to school for early morning practices, are required to bring their full summer or winter uniform to school to change into for classes. Girls who go to sports training after school that finishes before 4.00pm must change into school uniform before going home. Those who attend a training session that finishes after 4.00pm may go home in sports uniform.

School Bags

Students are required to use a St Hilda’s school bag. No other bag in permitted. There is a range available to suit your daughter’s needs at the Uniform Shop.

Uniform Shop

The Uniform Shop offers parents the convenience of purchasing the school and sports uniform on site; there are also second-hand uniform options available. To ensure that your daughter’s clothing and other items are clearly marked the Uniform Shop provides an embroidery service.

Opening Hours are currently:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7.30am to 1:30am</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7.30am to 1:30am</td>
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<tr>
<td>Wednesday</td>
<td>Closed</td>
</tr>
<tr>
<td>Thursday</td>
<td>7.30am to 1:30am</td>
</tr>
<tr>
<td>Friday</td>
<td>7.30am to 1:30am</td>
</tr>
</tbody>
</table>

(Please check web page or call 5577 7374 to confirm times)

The Uniform Shop will be open for extended hours during each return to school period.

PLAY HAT / CAP

Students are required to wear the regulation play hat/cap during before School play (PP - 2), morning tea and lunch periods. All parents can assist staff to protect the well-being of all students by ensuring
that their daughter/s have the regulation play hat/cap on a daily basis and that it is clearly marked with the student’s name and class.

SWIMMING LESSONS

Students in Prep to Year 6 are required to wear a protective swimming shirt when participating in swimming lessons. The Uniform Shop sells swimming shirts in School colours and parents are asked to purchase a shirt for use in Physical Education lessons. Sunscreen is provided in all change rooms and the girls are encouraged to apply it.

In order to protect students moving to and from changing rooms/Form Rooms and the swimming pool, all girls require a pair of thongs.

LOST PROPERTY

Students who have lost an item should check the lost property located at Junior School Reception, outside the Junior Library, Sports Complex and Year 1 Classrooms.

SECURITY

Duty of Care is of prime importance to the St Hilda’s School staff. To ensure our students are able to identify staff, all staff members wear a name badge and our Maintenance, Cleaning and Kitchen staff members wear a uniform. **All visitors to the School are required to sign in at Main Reception and to obtain a Visitors’ Badge to wear whilst on the premises.** We ask that, if you need to visit the School during the School day, you obtain a Visitors’ Badge from Visitors Reception, which is located in the James Building.

JUNIOR SCHOOL CAFE

Students in Pre-Prep–Year 6 may order and pay for items online for both morning tea and lunch using *My St Hilda’s*.  

This system allows parents to place orders from home or work at any time up until 9am. As well as being convenient for parents, the online orders are much faster and easier for the Café to process. To sign up for a *My St Hilda’s* Account go to [http://msh.sthildas.qld.edu.au/MonitorOnline](http://msh.sthildas.qld.edu.au/MonitorOnline). Once you have a *My St Hilda’s* account, you can start placing orders immediately.

The Junior School Café menu can be found on the School’s Website. The Café welcomes volunteers to assist. If you are interested in volunteering your time on a weekly, fortnightly or monthly basis please contact Marie Anderton on 5577 7389. Your assistance would be greatly appreciated.

In order to cater for parents who miss the deadline for ordering, *My St Hilda’s* has set up a late order arrangement. This arrangement is available for late morning tea orders until 10.00am and late lunch orders until 11.00pm. Please note that orders for Sushi are to be made by 1.30pm the day before.

A limited range is available for orders but will provide students with a healthy lunch.

NUDE LUNCHES

In Junior School the students are encouraged to learn to care for their environment. Therefore, we promote the use of re-usable containers in their lunch boxes and their bringing in a nude lunch. A nude lunch is one that contains no wrappings or packaging. This assists in reducing litter in the School grounds and makes for a more nutritious lunch for the girls, as there is less processed food.
BOOK PACKS

The Junior School Book Packs contain all text books, exercise books, stationery items, School Diary and various online Subscriptions. These are ordered by parents and are delivered to the student’s home or can be collected from the supplier. Book packs of students in Prep are delivered directly to the School. Information regarding ordering book packs for students in Prep – Year 6 will be emailed to all families.

Students are required to bring their entire book pack to School on the first day. Teachers will assist students on this day in organising their belongings into desks, chair bags and cupboards for easy access. Please ensure all items are named. Parents are encouraged to cover the text books in clear contact and exercise books can be covered in coloured contact or book covers in order to protect them.