Junior School Prep Parent Handbook 2017
INTRODUCTION

On behalf of the staff of St Hilda’s Junior School I would like to welcome the new families 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.

This booklet aims to provide parents with information that would assist in commencing at St Hilda’s School - Junior School.
Further information for parents can be found in the Junior School Parent Handbook on the School Website under Junior/Parent Information/Handbook. If at any time you have questions or concerns, please do not hesitate to myself on lcleverly@sthildas.qld.edu.au or 5577 7287.

Mrs Lisa Cleverly
Head of Junior School

STAFF

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HOURS OF OPERATION

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

Pre-Preparatory
Students in Pre-Prep can arrive at School from 8.00am. Classes begin at 8.45am with Roll Call. All students are expected to be in attendance at Roll Call. Classes conclude at 3.25pm.

Preparatory to Year 6
Students in Prep to Year 6 must arrive at School no later than 8.15am. The day commences at 8.20am with Roll Call and concludes at 3.25pm. All students are required to be at School for Roll Call and only the early bus girls will be permitted to leave prior to 3.25pm. Students who arrive after the 8.20am bell are required to report to Junior School Reception with their diary. Office staff will stamp the diary and record the time of arrival. The number of days a student is late is recorded in the School Report.

LIBRARY
The Junior School Library is open in the morning from 8am - 8.15am, Monday to Friday. During this time 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 for students in Years 4 - 6 is supervised by OSHC Staff.

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 FlexiSchools 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.

Contact Details – Telephone: 5577 7230 or 5577 7211   Email: oshc@sthildas.qld.edu.au
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 fulfill 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.
STATEMENT OF COMMITMENT

St Hilda’s School Gold Coast supports the rights of children and is committed to ensuring the safety, welfare and wellbeing of students. St Hilda’s School is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behavior that upholds the dignity and protection of students from harm.

In support of this commitment, St Hilda’s School is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.

STUDENT PROTECTION IN ANGLICAN SCHOOLS - SAFEGUARDING OUR STUDENTS

INFORMATION FOR PARENTS AND STUDENTS

St Hilda’s School recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our School will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour toward and relationships with students reflect proper standards of care for students, and are not unlawful. The School will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the School mean by harm?

Recent Queensland legislation (s.9 Child Protection Act) defines harm as follows:

1. Harm to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
2. It is immaterial how the harm is caused.
3. Harm can be caused by –
   a. Physical, psychological or emotional abuse or neglect; or
   b. Sexual abuse or exploitation.
4. Harm can be caused by –
   a. A single act, omission or circumstance; or
   b. A series or combination of acts, omissions or circumstances.

How does the School protect students from harm?

Students have the right to feel safe and free from harm at all times including when you are at School. At St Hilda’s School, creating a safe environment for our students is a responsibility we take very seriously. To help us do this, we have policies and procedures which help us to provide a safe environment for all students and members of our School community.

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 your teacher, one of the School’s Student Protection Officers as listed below, or the Head of School, Dr Julie Wilson Reynolds.

School Protection Officers – are staff members within the School designated by the Head of School as a contact person to whom students may refer or report if they have concerns for their or another student’s safety, or to make a complaint of sexual abuse, harm or risk of harm or inappropriate behaviour of a staff member.

Junior School:  
Mrs Lisa Cleverly, Head of Junior School  
Mrs Melissa Wilkins, Deputy Head of Junior School

Middle/Senior School:  
Ms Wendy Lauman, Deputy Principal  
Mrs Nicole Hinchcliffe, School Counsellor
What should you do if you become aware or have a reasonable suspicion that harm has been caused to a student of the School by a member of staff, someone outside of the School or by another student/s?

Students and parents who have concerns or information relating to the safety of a student are encouraged to report the information to a Student Protection Officer or to the Head of School, Dr Julie Wilson Reynolds. Students can also report concerns to any trusted adult at School.

What will happen next?
If you report your concerns to an SPO or a member of staff other than the Head of School, they will report it to the Head of School immediately. If the Head of School is the subject of the complaint, then the report will be made to the Chair of the School Council.

What will the Head of School or the Chair of School Council do?
The Education (General Provisions Act 2006), requires mandatory reporters, teachers and registered nurses, to immediately make a written report when they become aware or reasonably suspect the sexual abuse or likely sexual abuse of a student under 18 years of age. The report is made to the Child Protection Investigation Unit. If there is not a parent willing and able to protect the child, the Head of School will also make a report to Child Safety Services.

Teachers and nurses are required by law to report to Child Safety Services when they have formed a reasonable suspicion that a student has suffered, is suffering or is at risk of suffering significant harm caused by other forms of abuse (psychological/emotional or neglect) and may not have a parent able and willing to protect the student.

What happens about confidentiality?
Your report will be treated in a confidential manner and with respect. Knowledge of it will be limited to the Head of School and those directly involved. The Chair of the School Council may also need to be informed. It is the School’s policy that confidentiality between the School and parents will be respected as much as possible and any concerns raised by parents will not rebound adversely on their children.

Each person who has access to information regarding a reasonable suspicion of harm has an obligation to observe appropriate confidentiality. However, the School is unable to promise absolute confidentiality since the steps of the Policy will require disclosing, internally and externally, certain details involved in responding to the report. State authorities can compel people to give evidence about actions under the Policy and to produce documents. You would be fully informed if information you provided were to be passed on to a third party.

Any action which needed to be taken under staff disciplinary procedures as a result of an allegation not requiring police intervention would be handled confidentially within the School.

How will the School help my child?
- Ensure that each staff member understands and fulfils their obligations under the Student Protection in Anglican Schools Policy and Procedures.
- Ensure that there are appropriate reference checks and screening processes for each staff member engaged since the commencement of this protocol.
- Require all members of academic staff to be registered or provisionally registered with the College of Teachers, or to have received special dispensation from the College.
- St Hilda’s School is required to provide the Director of Professional Standards at the Anglican Schools Commission with the names of all potential employees including teachers so that the Director can obtain any record which may be on the Anglican Church’s National Professional Standards Register. The Director will inform the School of the outcome of the National Register check.
- Require all non-teaching members of staff and all volunteers and contractors (including School Council members) to hold a current Blue Card
- In some cases deemed appropriate by the School, paid or unpaid employees who work with children but are not required to hold a blue card (e.g. a parent volunteer) may be asked to consent to a criminal history check through the Queensland Police Service.
- Ensure that where volunteer parents are working with children, it will always be in the presence of academic or non-teaching staff who are cleared to work with children.
If the Head of School receives a report of harm to your child, he will support the child by:
- Responding rapidly and diligently to the report
- Reassuring the student
- Protecting the child’s confidentiality as much as possible
- Offering continuous support and providing counselling if required.

**What should I do if I require more information?**
The School’s complete Student Protection in Anglican Schools Policy and Procedures is available on the School’s website under the Governance menu – entitled Safeguarding Students Policies.

Every student has the right to feel safe and free from harm while at School. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

**Who should I tell if I am not feeling safe at School or at home?**
Speak to an SPO, the Head of School or any staff member you trust.

**What will happen if I report what is happening to a member of staff?**
If a concern is worrying you but not causing you immediate harm, then the SPO or member of staff will discuss with you ways to solve your problem. If the concern is serious and the SPO or member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Head of School.

The Head of School is able to refer your family for support to Family and Child Connect or Intensive Family Support. These agencies have been established by the State Government to assist families in times of need.

**Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or are afraid that you will be harmed.**

Information on this site includes:-

**Child Protection**
- Student Protection Officers
- Child Protection Information for Parents (Child Protection Act)
- Student Protection Information
- Student Protection in Anglican Schools – Policy and Procedures
- Student Protection in Anglican Schools – Policy and Procedures (epub version for mobile devices)

**Responsibilities**
- St Hilda’s School Community Code of Conduct Policy
- St Hilda’s Volunteers Code of Conduct Policy
- Information for coaches, tutors, volunteers and visitors to Anglican Schools – Responsibility, Recognising and Reporting
- A simple guide to the Protocol for Dealing with Complaints of Sexual Harassment, Assault or Sexually Inappropriate Behaviour
- Protocol for Dealing with Complaints of Sexual Harassment, Assault or Sexually Inappropriate Behaviour

**School Culture**
- St Hilda’s Student Code of Conduct 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

**Privacy**
- Standard Collection Notice
COMMUNICATION

Website

The School's website 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 Head 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. Each week on Monday the Junior School News is emailed 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. The Extra is the School's weekly newsletter which is emailed on Wednesdays.
CURRICULUM

Using the Australian Curriculum as the basis of our teaching in the core subjects of English, Mathematics, History, Geography and Science and providing an extensive and well-developed specialist curriculum program, the girls undertake studies in the following learning areas:


Years 1 – 6: English, Mathematics, History, Geography, Science, French, Drama, Visual Art, Music, Instrumental Music (from Year 3), Library, Health and Physical Education, Technologies and Religious Education. Additionally, girls in Years 1 and 2 participate in Chess lessons, Years 3-6 STEAM Project and Year 6 girls also study Japanese.

Literacy

Reading
Our Prep reading program focuses on the development of early reading and comprehensions skills, as well as fostering a ‘reading for enjoyment’ attitude, to ensure our students become life-long readers. As the students emerge from pre-literacy skills they will be guided and supported through the use of early reading strategies. Often students will progress at their own rate and this will be closely monitored and will be taught in accordance to their needs. Comprehension plays a vital role in the development of reading skills and is one of the main areas of focus. To assist the development of reading the Home Reading Program is introduced when the student is ready. This plays an important role in the development of the necessary skills needed to progress.

Sight Words
Our sight word program is called ‘Hot Words’. Sight word recognition is an essential focus of our early reading program. Sight word knowledge assists in improving reading fluency and automaticity. Students are assigned sight words that align and strengthen their individual reading ability.

THRASS – Spelling
Our spelling program focuses on the phonemic teaching tool THRASS. THRASS (Teaching Handwriting, Reading And Spelling Strategies) involves a phonographic, multisensory emphasis and enhances our students’ spelling ability.

Oral Language
Oral language is an essential component of our Literacy program and focuses on the ability of students to adequately express themselves in all learning contexts. Students participate in a variety of oral language activities to assist in enhancing confidence, voice volume and clarity, eye contact, questioning and listening skills.

Mathematics
Throughout the year a wide variety of mathematical concepts are taught covering a diverse range of skills and knowledge in areas such as Number and Algebra, Measurement and Geometry, Statistics and Probability as well Problem Solving. Our early years Mathematics program primarily focuses on explicit teaching of these concepts, via the implementation of ‘hands-on’, interactive learning and authentic experiences.
HOMEWORK POLICY

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.

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.

REPORTING AND INTERVIEWS

Formal Parent / Teacher Interviews are held twice each year at the end of Term 1 and 3. Parents can make bookings for these interviews on Parent Lounge. Formal reports are available to parents through Parent Lounge at the end of each semester. These will contain a grade, effort rating and feedback on skills taught in that semester for each subject studied. Interim Effort Rating Reports are available at the end of Term 1 and 3.

Students will discuss and set appropriate goals with their Form Teacher for the upcoming term and these are sent home with the students to discuss with their parents. Please take time to discuss these goals and the Interim Effort Rating Report with your daughter in order to assist her in developing steps to achieve these set goals. Any questions regarding these goals can be discussed during the Parent/Teacher Interviews.

Parents are welcome to request appointments with a teacher at other times by telephoning or emailing the staff member concerned to book a time.

THE iPAD PROGRAM

St Hilda’s School was one of the first in Australia, indeed worldwide, to adopt the iPad as its preferred 1:1 computing device for students. Since its implementation, the School has received national and international recognition for its educational initiatives in this area. We have hosted a large number of educational leaders from across Australia and overseas who have toured the School to see our program in action. A number of St Hilda’s staff have also presented at conferences and events in Australia, USA, New Zealand and Southeast Asia on the program.

Junior School Requirements

In the Junior School, all students in Years 4, 5 and 6 are required to have an iPad. One of the features of our program is that the iPad belongs to the student. It is their personal device, and as such they are responsible for its care and maintenance. We provide a list of Apps that we require students to have loaded on their iPad for use at School.

A link to the iTunes U course listing these. This is available from our website under Junior/iPad Portal/iPad set up/iTunes U courses.

We make no stipulations about which model iPad students bring to School. We design our program so that students can achieve all that is required using the entry level 16GB iPad Wi-Fi or iPad mini Wi-Fi models. However, parents are free to choose whichever iPad they wish.

As mentioned, the iPad is your daughter’s personal device, that means that in addition to the School required Apps, students are allowed to keep any music, movies, games etc they wish on their iPad. Parents often ask “what if students play games in class?” At St Hilda’s we believe in role modelling good behaviour. Learning to combine personal and professional computing on a day-to-day basis is a vital skill that we take seriously. Our experience has been that students overwhelmingly use their iPads appropriately, and on the rare occasion that guidance is needed, it is given and accepted. With this in mind, some parents opt for 32GB or more so there is ample space for personal use in addition to School use, however this is not essential and obviously depends on personal budgets.

In Year 4-6 a number of students use the iPad mini and that works well for the younger children, especially if they are on the smaller side, others prefer the full size iPad, again it is a matter of personal choice. We do recommend you consider one of the Logitech snap on keyboards or keyboard folio covers. Our students find them very useful. We suggest you let your daughter try both the iPad mini and the full size iPad at an Apple Store or other supplier to see which she prefers.
It you have any questions about the iPad program, please don’t hestate to contact Mr Geoff Powell via email gpowell@sthildas.qld.edu.au or on 0403 545 160.

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 appropriate Deputy Head of Junior School**
  Mrs Melissa Wilkins 55 777237 email: mwilkins@sthildas.qld.edu.au

- **Contacting the Head of Junior School** on 55 777 287 or emailing: lcleverly@sthildas.qld.edu.au

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 BBQ Breakfast, House Family Chapels, Expressive Arts Showcase, 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, Tuckshop, School Banking, Junior Sport, Classroom activities, excursions and in the Junior Library.

The safety of our students is of upmost importance for the School. Recent changes to the procedures and policies relating to Child Protection now 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.

All parents who wish to volunteer are required to:

1. Complete the Acknowledgement of Understanding Forms on pages 3 and 4 of the Safeguarding Our Students Student Policy and Procedures Guide, and return to Mrs Cleverly in the Junior School Reception.

2. Read Junior School Parental Volunteers’ Handbook

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 me on lcleverly@sthildas.qld.edu.au or 5577 7287.
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’ Project 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

Aquatics Club - The Aquatics Club is open to swimmers of all ages and levels. St Hilda's students, family, friends and members of the Gold Coast community are invited to join the club. Aims and Objectives of the Club

- To provide a positive environment where swimmers produce their best possible swimming, whether it be a personal best time or reaching State and National levels
- To provide dedicated coaches to support your child’s dreams, goals and desires
- To help develop each swimmer’s values and character
- Teaching of stroke technique and race strategies, the foundation on which our program is based
- Individual attention within a team environment

Club Nights are informal, fortnightly events which enable swimmers to assess their own progress, practise under race conditions and attempt new events in a familiar situation. The events are seeded from slowest to fastest and swimmers will be racing against others of similar ability. Coaches attend Club Nights and provide swimmers with encouragement and feedback on their performance.

ABSENCE FROM SCHOOL DUE TO ILLNESS

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 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.
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 is to be of natural colouring.
- 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.

PLAY HAT / CAP

Students are required to wear the regulation play hat/cap during before School play (P - 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 Pre-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.

Please make sure that your daughter has all the correct swimming gear in her P.E. bag. The girls will need ALL of the following items:
- School Swimmers and Sun shirt
- Thongs
- School Towel
- Goggles
- House cap
- Small Sunscreen
- Hair Tie

Please ensure that all of the items are clearly marked with your daughter’s name. Students are required to bring their swimming gear to School on Mondays where it remains at School and is taken home on Fridays for laundering.

UNIFORM SHOP

The onsite uniform shop is located next to Gate 2 on Cougal Street. The normal trading hours are Monday, Tuesday, Thursday and Friday 7.30am – 1.30pm.

To assist parents with their daughter’s back-to-school needs at the beginning of the year, the Uniform Shop will open every day from Wednesday 13 January between 7.30am – 4.00pm until the first day of School, for parents to purchase uniform requirements. At the beginning of Terms 2, 3 and 4 the Uniform Shop will open 7.30am – 4.00pm for the student free day and the first day of term. These extended dates and times will be confirmed on our website prior to the end of the previous term.
In addition to the increased trading hours, parents have the ability to order items via the FlexiSchools online ordering system. Orders placed by 3.30pm will be available during the following trading day. Junior School orders will be delivered to your child’s classroom. An alternative to online ordering is offered to Boarding families whereby Mrs Karen Moore from the Uniform Shop will assist Boarders in trying on uniforms to get the right size and parents can then pay over the phone using EFTPOS or credit card.

Should you have any queries, please don’t hesitate to contact our Uniform Shop Coordinator, Karen Moore on 07 5577 7374 or kmoore@sthildas.qld.edu.au. As always, please feel free to stop into the Shop if you require fittings or personalised assistance.

**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.

**SUPERVISION – CARPARK**

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 rules:**

- 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.

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 Gym and Pre-Prep - Year 2 Car Parks from 3.30-3.45pm.

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.

JUNIOR SCHOOL CAFE

Students in Pre-Prep – Year 6 may order items for both morning tea and lunch using the online FlexiSchools System only. This system allows parents to place orders from home or work at any time up until 9am. The payment is also done online. As well as being convenient for parents, the online orders are much faster and easier for the Café to process. To register simply go to www.flexischools.com.au and click “Register Now”. You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately. If you have any questions, FlexiSchools provides a great help desk on 1300 361 769, or you can contact them via their website.

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, FlexiSchools have set up a late order arrangement. This arrangement is available for late morning tea orders until 10.00am and late lunch orders until 12.00pm. 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.
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. As a result 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.

MEDICATION POLICY

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.

BOOK PACKS

The Junior School Book Packs contain all text books, exercise books, stationery items, School Diary and Mathletics Subscription. 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 Pre-Prep and Prep are delivered directly to the School.

Information regarding ordering book packs for students in Pre-Prep – Year 6 in 2017 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.

FIRST DAY PROCEDURES

The first day of the 2017 School year is Tuesday 24 January, 8.20am to 3.25pm. Students are to wear full School uniform on this day. Members of the Junior School Staff will be in the playground area to assist parents and students to locate their classroom and will introduce new families to their Form Teacher.

Teachers will be in the Form Rooms from 8.00am to welcome students and their parents. Students are required to bring to School the following items:-

- Book and stationery packs (Prep book packs will be distributed in class)
- Swimming costumes, shirt, cap, thongs and towel
- Morning tea and lunch
- Water bottle

Information regarding 2017 classes can be obtained on Parent Lounge in mid-January.

Students will be with their Form Teacher until lunchtime and will follow their allocated timetable from period 5. A copy of this timetable will be sent home with the School Diary with the girls on the first day for your reference.