HVGS 2017 SENIOR SCHOOL ORIENTATION BOOK (YEARS 7-12)
VALUES FOR LIFE

Hunter Valley Grammar School is committed to the following core values:

• RESPONSIBILITY •

We are able to be trusted to do what is right. We can be relied upon to do the things that are expected of us. We strive for personal excellence in any endeavour. We take care of our self, fellow students and our School. We are accountable for our own behaviours.

• INTEGRITY •

We are consistently fair and honest. We are reliable and trustworthy. We are loyal to our personal values and our family values. We abide by the School’s values and code of behaviour. We are morally strong.

• RESPECT •

We act in a way which shows that we are aware of other people’s feelings, wishes and rights. We treat other people properly. We are thoughtful and considerate of other people, our School environment and general property. We have self-respect behaving with honour and dignity.

• CITIZENSHIP •

We are a responsible member of our own local community and the community of HVGS. We behave in a courteous and polite way to all other people who work and learn at HVGS and to visitors. We care for our environment.

• COURAGE •

We are prepared to do the right thing even when you know it is difficult or trying. We persevere when facing a challenge, fear, or problem. We embrace opportunities and try our best to make a valuable contribution. We have the confidence to act in accordance with our own beliefs.

• COMPASSION •

We help someone who is not well, is hurting or who is in trouble. We have awareness of the needs of others and we want to help other people in their time of need. We are aware that we depend upon each other. We act with kindness, forgiveness and empathy.

• OPTIMISM •

We are hopeful, cheerful and buoyant. We see the positive side of things, and encourage others to do the same. We believe that good things will happen in the future. We have faith that if we plan well and prepare thoughtfully, positive things will occur.
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Message from the Principal

I extend a hearty welcome to all of our new students and families. You have made a very wise choice in entrusting the educational care and personal development to Hunter Valley Grammar, which is regarded as a very fine independent school. On behalf of our staff I make a commitment to you and to your child that we will do all within our capability to assist your son/daughter achieve their very best here at HVGS. We will provide a range of opportunities and possibilities to assist our students realise and exceed their potential.

I offer to you my personal support and assistance in whatever capacity I am able to and encourage you to contact me if you have any concerns. In the Senior School, the Mentor teacher is a vital point of contact, along with the Heads of Year, the Heads of House and the Head of Students, Mr Robinson.

The most impressive outcomes for young people in schools are usually achieved when there is a strong affirming and positive partnership between the parent and The School and where the young person is keenly engaged in school and parents are supportive, interested and involved. I am committed to establishing a keen partnership of mutual trust and respect.

I wish all new students and parents a fulfilling, rewarding and enjoyable association with Hunter Valley Grammar School.

Paul Teys
Principal
Message from the Head of Students (Senior School)

We are pleased that you will be joining us and hope you and your family will be very happy as part of our community. Hunter Valley Grammar School encourages students to excel in all areas of endeavour and prides itself on fostering care and respect amongst students and staff. We also encourage parents to support us in this philosophy.

Our school has grown to become the largest non-denominational independent school in the Hunter region. This has occurred because of the enormous dedication and commitment shown by our School Board members, staff and school community.

Our school buildings and facilities are superb and enhance the teaching and learning delivered by our enthusiastic staff. Our huge Multi-Purpose Centre, the Cameron Centre, gives our school a state of the art sporting and performing arts centre. The Music and Senior School facilities provide an ideal environment for our students to pursue their studies.

Our school uniform incorporates the Maitland tartan and the colours of our four School Houses: Barrington, Gloucester, Liverpool and Watagan. We expect our students to wear their uniform with pride.

The welfare of our students is of great importance to us and we welcome you to express concerns you may have with regard to any aspect of school life.

I encourage students and parents to take full advantage of the opportunities we provide to enhance your educational experience and wish you well in your senior years at Hunter Valley Grammar School.

Our vision for our students as they leave us at the end of Year 12

Students should:

- be prepared for adult life; demonstrating that they are independent, articulate and confident
- be able to make thoughtful decisions based on reason and a strong set of values
- be well on the way to developing their potential, achieving at levels commensurate with their ability and having tried themselves out in a wide range of areas
- be prepared to contribute and work cooperatively with others
- be flexible, enterprising, and able to show initiative
- be able to form generous caring relationships with others
- have developed a sense of purpose about their lives: how they want to live, contribute, and relate to others, and with realistic tertiary and career aspirations
- show an enquiring mind and a continuing desire to learn.

I would ask that you take the time to read the values which Hunter Valley Grammar School espouses which are featured on the next page, as they underpin much of what is contained in this booklet.

I look forward to working with you in the years ahead.

Mr Greg Robinson
Head of Students (Senior School)
### Facilities Directory

<table>
<thead>
<tr>
<th>Block</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Reception Principal Deputy Principal Registrar Accounts Sickbay Absentees</td>
</tr>
<tr>
<td>F – block</td>
<td>(undergoing renovation in 2016/2017) Temporary demountable classrooms next to Cameron Centre</td>
</tr>
<tr>
<td>A – block</td>
<td>Languages classrooms Languages Faculty Senior School Assistant</td>
</tr>
<tr>
<td>B – block</td>
<td>Mathematics classrooms Mathematics Faculty</td>
</tr>
<tr>
<td>C – block</td>
<td>Science laboratories Student toilets English (Level 1) Head of Year 7</td>
</tr>
<tr>
<td>D – block</td>
<td>Humanities classrooms Humanities Faculty History &amp; Philosophy Faculty Head of Year 11</td>
</tr>
<tr>
<td>E – block</td>
<td>Science laboratories Science Faculty Head of Year 8</td>
</tr>
<tr>
<td>I – Block</td>
<td>IT Specialist Rooms IT Support Faculty Director of Administration</td>
</tr>
<tr>
<td>V – block</td>
<td>Art rooms Dark Room Art Faculty Acting Head of Year 10 Classrooms</td>
</tr>
<tr>
<td>Cameron Centre Undercroft</td>
<td>PE classrooms Gymnasium Uniform Shop Academic Services Faculty</td>
</tr>
<tr>
<td>Cameron Centre</td>
<td>PE Faculty Head of Year 9 Changing rooms Kitchen Amenities Gym</td>
</tr>
<tr>
<td>F – block</td>
<td>Kitchen/Textiles rooms Industrial Technology rooms Design Technology Faculty</td>
</tr>
<tr>
<td>P 1</td>
<td>Yrs 5-6 classrooms Head of Junior School Head of Upper Primary Head of Lower Primary Junior School Office</td>
</tr>
<tr>
<td>P 2-5</td>
<td>1-5 classrooms Yr 2-3 classrooms Student toilets Head of Middle Primary</td>
</tr>
<tr>
<td>V – block</td>
<td>Art rooms Dark Room Art Faculty Acting Head of Year 10 Classrooms</td>
</tr>
<tr>
<td>Cameron Centre Undercroft</td>
<td>PE classrooms Gymnasium Uniform Shop Academic Services Faculty</td>
</tr>
<tr>
<td>Cameron Centre</td>
<td>PE Faculty Head of Year 9 Changing rooms Kitchen Amenities Gym</td>
</tr>
<tr>
<td>P 4</td>
<td>Yrs 1-2 classrooms Primary DTE room</td>
</tr>
<tr>
<td>Early Learning Centre</td>
<td>Pre-school Kindergarten classrooms</td>
</tr>
<tr>
<td>P5</td>
<td>Year 3 classroom Computer Lab Primary Faculty room Student toilets/Change rooms Sports canteen</td>
</tr>
</tbody>
</table>
Daily & Weekly Routines

Fortnightly Time Table

The School timetable revolves around a two-week cycle (Week A and Week B). Each teaching day consists of six periods of 50 minutes’ duration. Lunchtime is also 50 minutes in length to allow students to participate in extra-curricular activities during this time.

Daily Routine

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor Group</td>
<td>8:30am – 8:50am</td>
</tr>
<tr>
<td>1</td>
<td>8:50am – 9:40am</td>
</tr>
<tr>
<td>2</td>
<td>9:40am – 10:30am</td>
</tr>
<tr>
<td>Recess</td>
<td>10:30am – 10:50am</td>
</tr>
<tr>
<td>3</td>
<td>10:50am – 11:40am</td>
</tr>
<tr>
<td>4</td>
<td>11:40am – 12:30pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30pm – 1:20pm</td>
</tr>
<tr>
<td>5</td>
<td>1:20pm – 2:10pm</td>
</tr>
<tr>
<td>6</td>
<td>2:10pm – 3:00pm</td>
</tr>
</tbody>
</table>

Weekly Routines

- Tuesday  Wellbeing Session or Assembly – Period 4
- Week A   Year Meetings
- Week B   House Meetings

After School lessons can occur between 3:00pm and 5:00pm to accommodate subject choices and extension courses for our students in Years 11 and 12.
# Student Welfare

## The Wellbeing Team

<table>
<thead>
<tr>
<th>Position</th>
<th>Person</th>
<th>Responsibilities</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Principal &amp; Head of Senior School 7-12 – Mrs Penny Curran-Peters</td>
<td>Mrs Penny Curran-Peters</td>
<td>Responsible for the oversight of Years 7-12, including the academic and pastoral care of students and staff.</td>
<td><a href="mailto:curranpetersp@hvgs.nsw.edu.au">curranpetersp@hvgs.nsw.edu.au</a></td>
<td>Main Administration Building.</td>
</tr>
<tr>
<td>Head of Students 7-12 - Mr Greg Robinson</td>
<td>Mr Greg Robinson</td>
<td>Responsible for the general oversight of Years 7-12, including wellbeing, discipline and co-ordination of mentor group teachers.</td>
<td><a href="mailto:robinsong@hvgs.nsw.edu.au">robinsong@hvgs.nsw.edu.au</a></td>
<td>Weeks Library, next to the Heads of House.</td>
</tr>
<tr>
<td>Head of Year 7 – Derek Fisher</td>
<td>Mr Fisher</td>
<td>Assists in the general oversight of the Senior School with specific responsibility for the academic progress of students in Year 7, as well as liaison with parents and co-ordination of Mentor Groups.</td>
<td><a href="mailto:fisherd@hvgs.nsw.edu.au">fisherd@hvgs.nsw.edu.au</a></td>
<td>C Block.</td>
</tr>
<tr>
<td>Head of Year 8 – Dan Wisemantel</td>
<td>Mr Wisemantel</td>
<td>Assists in the general oversight of the Senior School with specific responsibilities for the academic process of students in Year 8, as well as liaison with parents and co-ordination of Mentor Groups.</td>
<td><a href="mailto:wisemanteld@hvgs.nsw.edu.au">wisemanteld@hvgs.nsw.edu.au</a></td>
<td>E Block.</td>
</tr>
<tr>
<td>Head of Year 9 – Amanda Osmond</td>
<td>Ms Osmond</td>
<td>Assists in the general oversight of the Senior School with specific responsibility for the academic progress of students in Year 9, as well as liaison with parents and co-ordination of Mentor Groups.</td>
<td><a href="mailto:osmonda@hvgs.nsw.edu.au">osmonda@hvgs.nsw.edu.au</a></td>
<td>H Block.</td>
</tr>
<tr>
<td>Head of Year 10 – Angus Morgan (whilst Carla Killen is on leave)</td>
<td>Mr Morgan</td>
<td>Assists in the general oversight of the Senior School with specific responsibility for the academic progress of students in Year 10, as well as liaison with parents and co-ordination of Mentor Groups.</td>
<td><a href="mailto:morgana@hvgs.nsw.edu.au">morgana@hvgs.nsw.edu.au</a></td>
<td>V Block.</td>
</tr>
<tr>
<td><strong>Head of Year 11 – Mr Julian Beath</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Beath assists in the general oversight of the Senior School with specific responsibilities for the academic process of students in Year 11, as well as liaison with parents and co-ordination of Mentor Groups.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:beathj@hvgs.nsw.edu.au">beathj@hvgs.nsw.edu.au</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Beath teaches History and English and is located in D Block.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head of Year 12 – Tara Fraser</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Fraser assists in the general oversight of the Senior School with specific responsibility for the academic progress of students in Year 12, as well as liaison with parents and co-ordination of Mentor Groups.</td>
</tr>
<tr>
<td>Email: <a href="mailto:frasert@hvgs.nsw.edu.au">frasert@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Ms Fraser teaches English in the Communications Faculty and is located in C Block.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head of Barrington – Mr Michael Knox</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Knox assists in the general oversight of the Senior School with specific responsibility for Barrington House including daily wellbeing or discipline issues, liaison with parents and co-ordination of Mentor Groups.</td>
</tr>
<tr>
<td>Email: <a href="mailto:knoxm@hvgs.nsw.edu.au">knoxm@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Mr Knox teaches in the Maths Faculty and he shares an office with the other Heads of House in the Weeks Library.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head of Gloucester - Mr John Guy</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Guy assists in the general oversight of the Senior School with specific responsibility for Gloucester House including daily wellbeing or discipline issues, liaison with parents and co-ordination of Mentor Groups.</td>
</tr>
<tr>
<td>Email: <a href="mailto:guyj@hvgs.nsw.edu.au">guyj@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Mr Guy shares an office which is located in the Weeks Library. Mr Guy teaches in the Faculty of Business and Humanities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head of Liverpool - Mrs Denise Wheeler</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Wheeler assists in the general oversight of the Senior School with specific responsibility for Liverpool House including daily wellbeing or discipline issues, liaison with parents and co-ordination of Mentor Groups.</td>
</tr>
<tr>
<td>Email: <a href="mailto:wheelerd@hvgs.nsw.edu.au">wheelerd@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Mrs Wheeler teaches in the Business and Humanities Faculty in the Weeks Library with the other Heads of House.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Head of Watagan – Mrs Vanessa Dean</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Dean assists in the general oversight of the Senior School with specific responsibility for Watagan House including daily wellbeing or discipline issues, liaison with parents and co-ordination of Mentor Groups.</td>
</tr>
<tr>
<td>Email: <a href="mailto:deanv@hvgs.nsw.edu.au">deanv@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Mrs Dean teaches in the Science Faculty and she shares an office with the other Heads of House in the Weeks Library.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Post School Options Adviser – Mr Ross Mayall</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Mayall is available to assist students when it comes time to plan for life beyond HVGS.</td>
</tr>
<tr>
<td>Email: <a href="mailto:mayallr@hvgs.nsw.edu.au">mayallr@hvgs.nsw.edu.au</a></td>
</tr>
<tr>
<td>Mr Mayall has an office in I Block and a Careers Centre in the Weeks Library.</td>
</tr>
</tbody>
</table>
Assistant to Deputy Principal & Head of Senior School – Ms Jennifer Long

Parents/guardians are asked to contact Ms Long if you wish to speak to any Head of Year.
The direct line to the Senior School Office is 4931 0760.
Ms Long’s office is located in A Block.
Email: longj@hvgs.nsw.edu.au

Assistant to Head of Students 7-12 – Mrs Lesley Kennedy

Parents/guardians are asked to contact Mrs Kennedy if you wish to speak to a Head of House. The direct line to the Senior School Office is 4931 0702.
Mrs Kennedy’s office is located in the Senior Centre.
Email: kennedyl@hvgs.nsw.edu.au, longj@hvgs.nsw.edu.au

Mentors

Mentor groups are based on a mixture of students from the one Year group, and are organised on the basis of House association. The Mentors are responsible for the wellbeing and mentoring of small groups of students. They are in regular contact with their mentor groups each morning and assist in monitoring each student’s social, emotional and academic welfare on a daily basis.

School Leaders

Senior School Leaders

Captains
Tori Gill
Liam Kelly

Vice Captains
Elinor Bowman
Josh Gittoes

Prefects
Olivia Mortel
Lara Swanson
Alberta Redgrove
Lachlan Box
Lachlan Dovey

House Captains

Barrington
Maddie Stainton
Lachlan Beavis

Gloucester
Katie Allen
Josh Gittoes

Liverpool
Kate Burfitt
Marcus Graham

Watagan
Bella Nolan
Callum Lynn

Leo Club

President
Elinor Bowman

Secretary
Gabby Ross

Treasurer
Tori Gill
If You Have A Problem

If you have a problem and need to talk to someone about it, you would find that the following people would be available to listen and help you. Although we recommend that you seek help from people in the following order, it is your right to choose the pathway that you feel most comfortable with.

Parents – if there is an issue you would like to discuss concerning your son or daughter, the first person to contact is their Mentor.

There will be an email of introduction sent to you so you know who this is. The Heads of House and Heads of Year are contactable through Mrs Kennedy, or Mrs Long, the Senior School Assistants.

Remember to ask for help when you have a problem. There are many people at Hunter Valley Grammar School who would like to help you.
General Procedures

Absence and Partial Absence from School

Except in the case of illness, misadventure or circumstances beyond their control, a student must be in attendance all days on which The School is open. For all absence/s, other than for medical reasons, an Application for Exemption from Attendance Form must be completed, prior to the absence, and permission be granted from the Principal. These are available on the Parent Portal or from the Administration office. Completed forms can be emailed directly to Ana Stratton on (strattona@hvgs.nsw.edu.au) or left at the Main Administration office.

All absences, whether they are for a full day or any part of a day (late arrival or early departure), require an explanation in writing from a parent/guardian. Verbal notification of a student's absence must be followed up in writing. The Education Act requirement states that parents/guardians provide The School with a written explanation within 7 days of the absence. If a student has a medical reason and is absence for 7 consecutive school days a Doctors Certificate must be provided. If an absence is unexplained by the parent/guardian a letter requiring an explanation will be sent.

When a student is absent from School, without prior written notification to the administration office, The School will contact parents via SMS. If Parents/guardians reply stating a reason for the absence this will comply with the requirements of the Education Act as a “written notification”.

When a student is absent from School, parents can notify Mrs Chris Davies by email prior to or on the morning of the absence. Please state your child’s name. Mrs Davies: daviesc@hvgs.nsw.edu.au

Appointments during School Hours

It is anticipated that most appointments (dental, medical, etc.) occur outside of School hours. If for some reason, this is not viable, please advise The School in writing to avoid clashes with activities etc. Students must obtain a Late Arrival or Early Leave pass from the Main Administration Office on the day. A student will not be allowed to leave The School grounds to attend an external appointment without written permission from a parent/guardian. Notes are required from a parent or guardian to cover the any variation of routine.

- Absence from School
- Arriving late
- Permission to leave early
- Permission to be excused from Sport or PE
- Explanation if out of uniform

Arriving Late to School

Students who are late to School or class must report to the Administration Office prior to attending class. A note to explain the late arrival should be presented to staff who will issue a late pass. This pass is to be shown to the teacher-in-charge of the lesson they are attending.

Departing School Early

Students who intend departing School or class early must present a note to explain the early departure to Administration office staff who will issue an early departure pass which is to remain with the student whilst out of school.
Excursions

If an excursion or any similar activity is planned, a note will be sent home in advance for parent/guardian consent and signature. Your child can also check the Moodle site for permission notes.

Sick Bay Procedures

Sick Bay is located in the Main Administration Office.

All medications are to be kept in Sick Bay. Parents/Guardian need to complete required paperwork to accompany the medication required by the student. No medication is to be kept by the student whilst at school.

If a student is unwell they need to report to Sick Bay Office. All details are recorded electronically onto the student’s record.

Parents may be required to collect their children from Sick Bay if unwell and in all cases of serious illnesses or accident the parent/guardian will be contacted immediately.

Lost Property

To help with identification of lost clothing/articles please mark all items with your name. If an item of uniform or personal property is lost, then the loss must be reported immediately. The School will take appropriate steps to investigate. All items of uniform and personal property must be kept in School lockers, which are locked, when not in use. Lost property is kept in several locations throughout The School. (Junior and Senior Schools, Main Administration Office and Cameron Centre)

Use of Telephone

Students must have permission to use the telephone. Use is limited to emergencies and unavoidable changes to daily routine and may only be made during recess and lunch.

Photocopying

Limited photocopying facilities are available in the Weeks Library.

Fortnightly Newsletter

The Newsletter is sent home to parents via email. Its purpose is to inform parents of School events and to report items of interest. Most importantly, it provides a vital link between home and School.

Canteen

The Canteen operates each School day providing morning teas and lunches. Your child will be issued with a Canteen Card. No cash is to be used.

The Canteen is dependent upon voluntary helpers so parental assistance is required. If you are able to help please contact the Canteen Supervisor at the Canteen on 4931 0740.
Transport To and From School

Students will only receive one bus pass each, e.g. from home to School. Students are to use their bus passes only on travel to and from School. Some students may have a train pass and a bus pass, e.g. train pass from Newcastle to Victoria Street and a bus pass from Victoria Street Station to The School. This also applies to Dungog students. Two forms are to be filled out in this situation.

If you have any queries regarding transport, please phone Mrs Towers during School hours.

Bus Passes

Forms for these passes may be obtained from Mrs Towers in the Main Administration Office. These are to be filled out and returned to The School for processing. If a pass is lost a new one should be obtained from the bus company. A charge will apply. Students will now be issued with an Opal Card.

Train Passes

These forms may also be obtained from Mrs Towers in the Main Administration Office and are to be returned to The School for processing. If a pass is lost a new one should be obtained from CityRail. A charge will apply.

Private Vehicle Subsidy

If you feel that you are entitled to this subsidy, please see Mrs Towers in the Main Administration Office. This is a subsidy for parents who have to drive their children to the nearest bus stop. Conditions apply.

Transport - General

Transport is available from all areas around The School, e.g. Singleton, Cessnock, Toronto, Valentine, Nelson Bay, Medowie, Raymond Terrace, Woodville, Duns Creek, Seaham, Morpeth, East Maitland, Rutherford, Lorn and Bolwarra. The School has also introduced its own bus service to Newcastle – please make enquiries at the main office. If you are not sure which bus company your child will be travelling with, please contact Mrs Towers in the Main Administration Office.

Driving – Students in Years 11 and 12

Students in Years 11 and 12 who wish to drive to school will need to obtain a driver’s form from Mrs Kennedy. This form is to be completed and returned to Mrs Kennedy. If any student wishes to be a passenger in a students' car they will also need to complete a passenger’s form available from Mrs Kennedy. There is no on-site parking available for students. All students who drive to school will need to park safely and legally in the surrounding streets, the best areas being South Seas Drive and Celebes Street.

Parents and Friends Association

The Parent and Friends Association meet on average once a month. Meetings are advertised through the parents’ newsletter. This is a general forum for discussion of School issues. All parents are welcome. The Parents and Friends Association also assists with the running of the clothing pool and other fund-raising activities.

Parent Helpers

Parental assistance with academic, social and sporting activities has proved invaluable to our School. Many opportunities arise to involve interested parents in a variety of activities. At the beginning of each year a list of interested parent helpers is established. Individual staff members then make contact to arrange areas of involvement and suitable times, requests for assistance with carnivals, gala days, School camps, etc, are made at appropriate times of the year.
Work Ethic

The School recognises that students’ positive work ethic is crucial to their success with their academic studies. For students, their work ethic can be enhanced by addressing each of the points listed below:

- Be punctual to all lessons
- Provide all necessary equipment and books for all lessons
- Be prepared for lessons by having books open with other equipment at hand ready to use as required; they should do this without awaiting specific teacher direction
- Be aware that there will be consequences when deadlines are not adhered to
- Be aware that the responsibility for learning lies with the student themselves
- Need to become planners and goal setters
- Need to make every endeavour to NOT waste time

Homework Guidelines
(i.e. Consolidation of Class Work)

Rationale

Homework provides an avenue for students to practice and revise the skills learnt in the classroom, as well as developing attitudes of self-responsibility. It is important that students appreciate that learning is not restricted to the classroom and that work done at home is an important part of the overall approach to school work that all students must complete. Well-structured homework will encourage children to develop independent working skills and to seek help (where appropriate) from other sources. It also helps students gain an awareness of areas where they need extension or additional assistance.

Parents are encouraged to speak to their children about homework and assist them to develop routines and time management around their weekly commitments. If parents have any concerns about homework they should please contact their child’s Head of Year.

Students ought to be able to:

- complete nominated tasks within the times specified below;
- feel comfortable to seek assistance from teachers if homework is providing problems;
- complete tasks to the best of their ability in both neatness and content;
- be able to complete homework without parental insistence.

Students are expected to:

- bring their homework diaries to all lessons including Mentor group;
- write all homework tasks in their homework diaries as soon as it is issued;
- take a responsible attitude toward completing homework and be prepared to devote the necessary time and effort to complete it to the best of their abilities.
- Some homework activities will require a prolonged effort over several days or even weeks e.g. projects, research activities. It is therefore essential that student’s plan their homework time sufficiently in advance to accommodate these tasks.
- On some occasions the amount of homework set for a particular night will fall short of the loads specified for that age group. It is desirable that students take advantage of these times and use them for general reading. A list of entertaining books is available on the Library Moodle page and The School website. This list will be updated regularly with new additions to our library. Students will also have the opportunity to write reviews of the books they have read.
**Guidelines for Parents**

Parents are expected to support the aims and objectives of this policy and recognise homework is a valid educational activity. Parents are asked to help provide a suitable environment for the completion of homework. This may include:

- a quiet area away from distractions such as the television and/or siblings;
- a suitable workspace which provides a comfortable table and chair with adequate lighting and ventilation; and
- support and encouragement in the formation of good study habits.

Parents should use some discretion in the amount of involvement they have in their child’s homework.

Children ought to be able to complete their homework with limited parent involvement.

Parents are expected to inspect the child’s homework as frequently as possible and:
- take note of the amount of homework;
- discuss the completion of the tasks with the student;
- read any comments inserted by teachers and act as required by such comments.

**Homework Load Guidelines**

It is very important that students begin to develop a habit of spending time revising work and completing homework. The amount of time required will increase as students’ progress through their Secondary and Senior Schooling. The following guidelines will help students develop these good habits.

- Year 7: 6 hours per week
- Year 8: 8 hours per week
- Year 9: 10 hours per week
- Year 10: 12 hours per week
- Year 11: 14 hours per week
- Year 12: 16 hours per week

Students are expected to commit to a regular block of study even if little or no set work has been given by teachers. The formation of regular study times, free of distractions such as television, electronic gaming, social networking (e.g. Facebook) and mobile telephones is a vital foundation for future studies. Students are encouraged to commence assignments well before the due date so that a quality product is achieved. Revision of class notes and class work, reading of novels etc are all activities which can be done if little set work is scheduled at any particular time.

The times indicated are average loads which should be spread over the entire week. Many students have many commitments either during the week or over the weekend. Students are asked to schedule homework, assignments, assessments and study into their week at the most appropriate time. This may mean that some students complete more work during the week while others use the weekend as an opportunity to catch up on work.

It is important to note that the nature of the homework varies considerably from subject to subject.

For teachers, homework provides the opportunity for the consolidation of work presented in class. Teachers will therefore set consequences for homework commitments that have not been met in the specified time.
Code of Respect

Hunter Valley Grammar School
‘Success Through Endeavour’

All members of the Hunter Valley Grammar School Community have the right to enjoy a safe, ordered environment, free of harassment, where co-operation and positive interaction are encouraged, people are valued and property is respected. Students are required to:

Demonstrate Self-Respect by:

- Striving to reach our potential in all areas, including academic and co-curricular activities and citizenship.
- Taking pride in our behaviour and appearance.
- Focusing on our health and safety.

Respect Others by:

- Helping to create an environment of encouragement and support within our P-12 school community.
- Listening with consideration to the opinions and ideas of others in the community even when they are different from our own.
- Respecting the privacy and property of others in the community.
- Respect The School by:
  - Adhering to the rules of The School at all times.
  - Maintaining the grounds and facilities by cleaning up after ourselves and others when necessary.
  - Being a positive, honourable representative for The School in all endeavours and at all times.
Behaviour Management at Hunter Valley Grammar School

Responsibility

We are able to be trusted to do what is right. We can be relied upon to do the things that are expected of us. We strive for personal excellence in any endeavour. We take care of our self, fellow students and our School. We are accountable for our own behaviours.

Integrity

We are consistently fair and honest. We are reliable and trustworthy. We are loyal to our personal values and our family values. We abide by The School’s values and code of behaviour. We are morally strong.

Respect

We act in a way which shows that we are aware of other people’s feelings, wishes and rights. We treat other people properly. We are thoughtful and considerate of other people, our School environment and general property. We have self-respect behaving with honour and dignity.

Citizenship

We are a responsible member of our own local community and the community of HVGS. We behave in a courteous and polite way to all other people who work and learn at HVGS and to visitors. We care for our environment.

Courage

We are prepared to do the right thing even when you know it is difficult or trying. We persevere when facing a challenge, fear, or problem. We embrace opportunities and try our best to make a valuable contribution. We have the confidence to act in accordance with our own beliefs.

Compassion

We help someone who is not well, is hurting or who is in trouble. We have awareness of the needs of others and we want to help other people in their time of need. We are aware that we depend upon each other. We act with kindness, forgiveness and empathy.

Optimism

We are hopeful, cheerful and buoyant. We see the positive side of things, and encourage others to do the same. We believe that good things will happen in the future. We have faith that if we plan well and prepare thoughtfully, positive things will occur.
The following information is updated regularly, and the most up to date version is contained in the Student Diary.

**Behaviour Management Procedures**

The underpinning approach to behaviour management at HVGS is to encourage in students a commitment to The School’s seven values: **Responsibility, Integrity, Respect, Citizenship, Courage, Compassion and Optimism.**

The Behaviour Management framework at HVGS is underpinned by the following rights and responsibilities:

**Rights:**
- The right of all Faculty, students, parents and visitors to be treated with dignity and respect.
- The right of all Faculty, students, parents and visitors to be free from harassment, physical abuse, emotional abuse and verbal abuse.
- The right of all Faculty, students, parents and visitors to be communicated with clearly, politely and respectfully.
- The right of all students to feel secure in an environment free from negative actions from others and from harmful substances and objects.
- The right of students to study, work and pursue activities in pleasant, well-kept surroundings.
- The right of Faculty to pursue their work unhindered by disorder or disrespect.
- The right of Faculty to find fulfilment in their vocation.
- The right of students to feel proud of their School uniform.
- The right of students to learn through a range of learning styles and teaching practices.
- The right of students to solve their own problems when appropriate and manage their own behaviour.
- The right of students to understand and have prior knowledge of the consequences of inappropriate behaviour.
- The right of students to have their personal belongings treated with care.

From these rights come a set of responsibilities with respect to:
- Appropriate classroom behaviour.
- Appropriate out of class behaviour.
- Harassment (physical and non-physical) and bullying.
- Uniform, dress and appearance.
- Property, belongings and the environment.
- Acceptable use of the internet, email and mobile devices.
- Smoking, alcohol and illegal drugs.
- Consideration for the ethos and values of HVGS.
- Consideration of the work of other’s in the class.

The following particular behaviours are unacceptable in the HVGS community:
- Disrespect and contempt for the ethos and values of Hunter Valley Grammar School.
- Obvious disregard for uniform expectations.
- Disruptive behaviours which affect the learning of others and which affect the teachers’ capacity to teach uninterrupted.
- Deliberate dropping of litter.
- Use of obscene or offensive language, or images designed to offend.
- Noisy and boisterous behaviour at an inappropriate time when out of an appropriate context
- Harassment, intimidation and bullying.
- Truancy or leaving in- bounds areas.
• The throwing or projecting of any object in The School grounds or elsewhere unless a sanctioned activity.
• Spitting and/or chewing gum.
• Graffiti and vandalism in all forms.
• Deliberate damage to property, facilities and others’ belongings.
• Being in possession of dangerous and/or restricted items.
• Alcohol, cigarettes and illegal drugs.
• Unlawful behaviour.
• Inappropriate physical contact.
• Cheating in any context.
• Inappropriate use of technology and social networking sites.

The following items are restricted and must not be brought to School, except under extenuating circumstances and with the approval of the Head of School:
• Large amounts of cash.
• Aerosol spray cans of any sort (including deodorant).
• Pocket knives, sheath knives or metal rulers.
• Expensive computer materials or software (without Head of School permission).
• Infra-red hand controllers of any type.
• Inappropriate magazines or comics.
• Replica guns or pistols.
• Electronic games.

If unacceptable items, including those listed above, are brought to School, they will be confiscated, held by the Head of School and will only be returned to a parent.
### Classifying behaviours to apply appropriate consequences

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<thead>
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<th>1. <strong>LOW LEVEL</strong></th>
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<td>Consequences of Low Level 1 misbehaviour (handled by Classroom Teacher with possible reference to Head of Faculty and Mentor)</td>
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<tr>
<td><strong>Misbehaviour/Uncooperative Behaviour</strong></td>
<td>To be dealt with at the Teacher level with the following possible consequences, amongst others</td>
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<tr>
<td>• Homework not complete</td>
<td>• Brief problem solving discussion with student</td>
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<td>• Not bringing equipment and materials for class</td>
<td>• One-to-one discussion between student and teacher</td>
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<td>• Lateness for class</td>
<td>• Email or phone call to parents</td>
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<td>• (Non-sanctioned) eating in class</td>
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<td>• Minor uniform breaches, general untidiness, item of uniform missing</td>
<td>• Lunch time detention</td>
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<td>• Being in classrooms unsupervised</td>
<td>• Confiscating restricted items, or jewellery</td>
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<td>• Littering; failure to clean up after self</td>
<td>• Withdrawal of privileges</td>
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<td><strong>Respect</strong></td>
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<td>• Impoliteness without purposeful intent</td>
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<td>• Indifference to a reasonable request</td>
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<td>• Fooling about by pushing &amp; shoving</td>
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<tr>
<td>• Consumption of food or drink in classrooms (except under specific teacher direction, e.g. DTE)</td>
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<td><strong>Attention Seeking</strong></td>
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<td>• Bouncing balls during lesson</td>
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<td>• Using inappropriate language but not obscenities or foul language</td>
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<td>• Body noises</td>
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<td>• Asking inappropriate questions at the wrong time</td>
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<td><strong>Academic Responsibility</strong></td>
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<td>• Poor focus in class</td>
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<tr>
<td>• Non-completion of homework</td>
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<tr>
<td>• Poor practical work</td>
<td></td>
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<tr>
<td>• Lack of engagement with lesson material and course material</td>
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</tbody>
</table>
## 2. MId Level

### Examples of repeated or more serious misbehaviour (handled by Mentor with reference to the Head of House)

- Failure to attend lunch detention
- Leaving the class without approval
- Any of the low level misbehaviours on a consistent basis, in which a pattern of misbehaviour is appearing:
  - Persistently wearing the uniform poorly
  - Regularly late to class
- Blatant disobedience, discourtesy or insolence
- Back-chatting
- Water fights
- Chewing gum/spitting
- Throwing of objects in The School grounds or elsewhere; likely to cause harm or damage (e.g. stones)
- Truancy from a lesson
- Damage to School property or equipment
- Misbehaviour outside of School grounds
- Inappropriate noisy and boisterous behaviour causing a major disruption of learning
- Offensive teasing, including personal, racist or sexist taunts
- Bullying
- Harassment
- Use of a mobile ‘phone or MP3 device contrary to the rules
- Inappropriate behaviour on Social Media sites
- Absence from proper place (e.g. assembly) during School time
- Possession of (non-dangerous) restricted items such as spray deodorant

### Academic Responsibility:

- Consistent non completion of homework
- Failure to submit work for progress checks as appropriate
- Poor work ethic over a period of time

### Consequences of Mid-Level 2 misbehaviour

To be dealt with at the Mentor/Head of House level after advice supplied by the teacher(s) concerned with the following possible consequences:

- Email notification to parent, telephone call to parent or formal letter of concern
- Parent interview with student
- Detentions to allow student to catch up on work
- Behaviour contract applied
- Student Monitoring Cards applied
- Wednesday afternoon detention (3-4pm)
- Work detail
- Internal Suspension
# 3. HIGH LEVEL

Persistent or unrestrained repetition of less serious misbehaviour as well as more serious acts
Students who, in spite of earlier intervention, continue to breach School discipline.
Incidents involving any student which are serious breaches of discipline and/or behaviour.
This level includes by way of example:

## Serious misconduct
- All vandalism including School property, transport, personal items (e.g. books, cars, bicycles)
- Unacceptable moral behaviour involving:
  - self (exposure/abuse)
  - Other persons (soliciting/sexual harassment; consorting acts)
- Offensive material (pornography, illustrations)
- Highly inappropriate use of Social Media sites
- Obscene or offensive behaviour (including spitting) and language
- Swearing directed at a teacher
- Graffiti in all forms

## Use/possession/sale/distribution of substances involving:
- Bringing (dangerous) restricted items to School
- Alcohol
- Prohibited drugs
- Cigarettes
- Actions which could endanger the health of self/others (e.g. glue sniffing)

## Unlawful behaviour such as:
- Theft, assault, illegal entry, possession, extortion, bomb hoaxes, use of dangerous weapon/harmful object, forgery, arson

## Defiant non-compliance
- Persistent/wilful disruption
- Incorrigible behaviour
- Gross insolence
- Flagrant truancy
- Failure to comply with instructions/rules/policies of The School
- Unacceptable behaviour in class, grounds or while travelling to or from venue

## Consequences of High Level 3 misbehaviour
To be dealt with at the Head of Students/Deputy Principal level, after advice from the Head of House concerned, with the following possible consequences, amongst others:

- Parent interview following telephone notification
- Mandated attendance at Homework Group after school
- Behaviour contract applied
- Saturday morning detention
- Support services may be involved
- Restitution may be required
- Police referral (Deputy Principal to approve)
- External suspension (Principal to approve)
- Exclusion (Principal)
- Cancellation of enrolment (Principal)
- Unwillingness to participate/cooperate in behaviour management strategies & plans
- Breach of negotiated management plan/probationary contract.

**Academic Responsibilities**
- Non submission of tasks without providing sufficient grounds as per the Assessment Policy for the appropriate Year Group
- Disruption to the orderly conduct of lessons which prevents others from engaging with the material being covered
- Plagiarism/cheating

**Conduct prejudicial to the good order, reputation and discipline of HVGS.**

Verbal or physical harassment of:
- Faculty, Faculty in training
- Parents and visitors to The School
- Students of The School and/or other schools
- Conflicts in School or on way to/from School, e.g. fighting/threats (demanding with menaces) involving students or members of the public
- Behaviour beyond School and not necessarily related to a School activity but which brings The School into disrepute or affects The School in a direct way. This would include all co-curricular activities
**Behavioural Referral Guidelines**

Every student is responsible for their own learning, behaviour and will uphold The School values in all they do. It is the student’s responsibility to correct their own behaviour when they become aware of situations in which they have not behaved appropriately.

Teachers will provide guidance as necessary to assist students to identify and correct behaviour as explained below.

**Low Level Misbehaviour**

Students should take responsibility to identify and correct low level misbehaviour and speak to their classroom teacher and Mentor about this. Teachers will refer low level misbehaviour to the Mentor, who will discuss this with the student and assist them in taking responsibility for this and correcting for the future. Some consequence may be applied by the Mentor.

**Mid-Level Misbehaviour**

Teachers will refer mid-level misbehaviour to the Mentor, who will discuss this with the student and assist them in taking responsibility for this and correcting for the future. The Mentor will discuss this with the Head of House who may also speak to the student. Consequences will be applied by the Mentor/Head of House.

**High Level Misbehaviour**

Teachers will refer high level misbehaviour directly to the Head of House. The Head of House will discuss this with the Mentor. The Mentor and Head of House will discuss the behaviour with the student and explain possible consequences. The Mentor or Head of House will also call the student’s parents and discuss the behaviour and consequences with them. High Level Misbehaviour is likely to involve the Head of Students as well.
Policy on Harassment

All members of the Hunter Valley Grammar School Community have the right to enjoy a safe, ordered environment, free of harassment, where co-operation and positive interaction are encouraged, people are valued and property is respected.

Kinds of Harassment

Harassment is ongoing verbal and/or physical attacks against a person. It is meant to hurt physically and/or emotionally.

This can be done by an individual or by a group gathering together to harass someone.

Physical Harassment

- Hitting, punching, jostling, pushing, spitting or sexual abuse
- Frightening others by threatening these actions against them
- Hiding, damaging or destroying the property of others

Non-Physical Harassment

- Name-calling or putting others down
- Using offensive names, making suggestive comments or other forms of sexual harassment
- Using abusive language to others
- Making degrading comments about another’s culture, gender, religious or social background
- Inappropriate use of social networking sites to offend, spread rumours and abuse
- Sending abusive/threatening/offensive text messages
- Ridiculing a person or making hurtful comments about his or her body or face
- Writing crude notes or crude drawings about others
- Spreading rumours about people or their families
- Belittling another person’s abilities and achievements
- Deliberately isolating a student

If you harass someone, one or more of the following may occur

- Discussions about the inappropriate behaviour
- Conferencing involving all parties concerned
- Removal from the classroom/playground
- Loss of privileges
- Offer an apology to those offended
- Modelling of correct behaviour
- Banned from the facility/property which has been misused
- Loss of personal time (detention/isolation)
- Discussions with the Head of House/Head of Students re behaviour. Your parents may be informed
- Suspension / expulsion may be the ultimate consequence

Harassment will not be tolerated at Hunter Valley Grammar School
Uniform, Dress and Appearance

The presentation of students attending Hunter Valley Grammar School is a high priority. The way students present themselves is a reflection of the pride they have in The School and themselves. We aim to set a standard that we can all be proud of and which brings credit to students, parents and The School.

Our uniform expectations aim to instil in our student’s standards which are accepted in professional occupations and in the workforce where high value is placed on corporate pride.

All students are expected to wear the full, correct uniform at all times, and maintain their uniform to the highest standard. It should be neat and tidy and of good quality.

It is expected that all uniform items are purchased from The School Uniform Shop.

The School’s Uniform Code, like many other matters of School policy, relies heavily on parent support. The School can only enforce The School Uniform guidelines if parents/guardians provide the correct uniform and closely monitor their child’s uniform and grooming regularly. This aspect of our School’s performance relies heavily on a strong and mutually supportive partnership.

Dress Rules

Uniform for travelling to and from School

Students are expected to travel to and from school in their school uniform regardless of whether they are using public or private transport.

Consequence of non-compliance: Students who do not wear their uniform to and from school will have a notation in their school diary or will have them reported to their Mentor for follow up. A second notation / report will result in a detention.

Wearing uniforms to the shopping centre and other public venues outside school hours

Students who visit shopping centres or other public venues on their way to and from school are required to wear their complete school uniform, with no additions or deviations. The School hat will not be required in doors.

Consequence of non-compliance: Students who are recognised at these venues by Faculty will be issued with a diary note /or will be reported to their Mentor followed by a detention. Continual infringement will result in an interview with the Head of House and the parents and student.

Blazers

Blazers are a compulsory uniform requirement when the winter uniform is being worn and when attending some functions both at school and outside school.

Consequence of non-compliance: - failure to wear a blazer will incur the same consequence as for failure to wear uniform to and from school. In the case of attendance at a function outside school failure to have the blazer will result in the student being withdrawn from the function.
Hats
Hats are required to be worn to and from school daily. See the Sun Safe policy for guidelines on wearing hats within The School grounds throughout the regular school day.

Consequence of non-compliance: As with blazers hats are an integral part of the uniform and the same consequence will be applied.

Scarves
The only scarf to be worn to school is The School scarf, purchased form the uniform shop. Any other scarf will be removed and confiscated, to be collected from The School office.

Jewellery
Jewellery is to be kept to a minimum and should not exceed or deviate from the following:

- Piercings: Girls may wear a matching pair of plain gold /silver sleepers or studs, one in each ear lobe. Note: More than one piercing is not permitted. Piercings to any other visible part of the girl’s body is not permitted.

- Boys must not have piercings.

Consequence of non-compliance: Students with piercings that contravene school rules will have their parents contacted and they will be sent home, not to return until the inappropriate piercing stud or ring has been removed. Spacers of any description are not permitted and must be removed and not reinserted, allowing the flesh to regrow.

Other Jewellery
One plain watch and plain ring of gold or silver colour (no stones) is permitted for both boys and girls Necklaces, chains, bracelets and anklets are not to be worn to school, whether or not they can be seen.

Consequence of non-compliance: if jewellery is worn that contravene the above it will be confiscated and held by the appropriate sub-school assistant until the end of term. If the offence is repeated, then the jewellery will not be returned until an interview is held between the Head of School and the parent.

Appearance
Girls Hair
Girls must wear their hair tied back in a conventional style i.e. Ponytail, plait or bun. All loose strands not long enough to be contained within the band must be clipped or pinned off the face using hair clips or pins. Girls must only wear navy blue ribbons to school and navy blue headbands.

Consequence of non-compliance: Girls will be sent to the appropriate sub-School office to redo their hair appropriately. Records will be kept of this and a second ‘visit’ to The School office will result in a lunch detention. A third visit will result in an afterschool detention. Further breaches will compromise enrolment.

Boys Hair
All boys must have their hair cut in a conventional style. Hair must be cut clear of the collar and off the eyes. See Student Diary for further details.

Consequence of non-compliance: Boys who attend school with hair that needs cutting will be sent to the appropriate sub-School office for recording. The Head of House will phone the parents that day and a letter will be issued that day indicating the requirement for the hair to be cut prior to return to school.
Nail Polish
Coloured nail polish may not be worn to school.

*Consequence of non-compliance:* Girls and boys will be sent to the appropriate sub-School office to have their nails cleaned. Records will be kept of this and a second ‘visit’ to The School office will result in a lunch detention. A third visit will result in an after-school detention.

Make up
Girls and boys are not permitted to wear makeup at school.

*Consequence of non-compliance:* Girls and boys will be sent to the appropriate sub-School office to remove their makeup. Records will be kept of this and a second ‘visit’ to The School office will result in a lunch detention. A third visit will result in an after-school detention.

Please see Student Diary for more detailed information.

**PARENTS WHO HAVE ACCEPTED A PLACE AT THE SCHOOL HAVE ACCEPTED THESE UNIFORM REGULATIONS.**

**PERSISTENT BREACHES OF THE SCHOOL’S UNIFORM POLICY COMPROMISES ENROLMENT.**
Compulsory Mode of Dress

All uniforms are available from The School Uniform Shop.
Operating hours: Every Tuesday & Thursday during Term time (8:00am – 4:00pm)

<table>
<thead>
<tr>
<th>GIRL STUDENT UNIFORM Yrs 7 - 12</th>
<th>BOY STUDENT UNIFORM Yrs 7 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER</strong></td>
<td><strong>SUMMER</strong></td>
</tr>
<tr>
<td>• Maitland tartan skirt (skirt length - must touch the floor when kneeling)</td>
<td>• White short sleeved shirt or new open neck shirt button up neck</td>
</tr>
<tr>
<td>• White short sleeve School blouse</td>
<td>• HVGS Grey trousers</td>
</tr>
<tr>
<td>• School all season hat</td>
<td>• Maitland Tartan tie</td>
</tr>
<tr>
<td>• Navy hair ribbons</td>
<td>• Trouser belt - black only</td>
</tr>
<tr>
<td>• Black Leather PLAIN lace-up shoes (no punch hole decorations)</td>
<td>• Black or grey socks (short socks only)</td>
</tr>
<tr>
<td>• Plain white socks (not “cut down”, sports style or crew length)</td>
<td>• Akubra hat</td>
</tr>
<tr>
<td>• Tab tie - Maitland Tartan</td>
<td>• Navy jumper</td>
</tr>
<tr>
<td>• Navy jumper</td>
<td>• Black leather PLAIN lace up</td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td><strong>WINTER</strong></td>
</tr>
<tr>
<td>• Maitland tartan skirt (skirt length - must touch the floor when kneeling)</td>
<td>• White long or short sleeved shirt button up neck</td>
</tr>
<tr>
<td>• White long sleeve blouse</td>
<td>• HVGS Grey trousers</td>
</tr>
<tr>
<td>• School all season hat</td>
<td>• Maitland tartan tie</td>
</tr>
<tr>
<td>• Navy hair ribbons</td>
<td>• Teal Blazer</td>
</tr>
<tr>
<td>• Navy stockings (50-60 denier)</td>
<td>• Trouser belt - black only</td>
</tr>
<tr>
<td>• Teal Blazer</td>
<td>• Black or grey socks (short socks only)</td>
</tr>
<tr>
<td>• Navy jumper</td>
<td>• Akubra hat</td>
</tr>
<tr>
<td>• Black Leather PLAIN lace-up shoes (no punch hole decorations)</td>
<td>• Navy jumper</td>
</tr>
<tr>
<td>• Maitland Tartan tie</td>
<td>• Black leather PLAIN lace up</td>
</tr>
<tr>
<td><strong>SPORTS UNIFORM</strong></td>
<td><strong>SPORTS UNIFORM</strong></td>
</tr>
<tr>
<td>• Navy HVGS sports shirts</td>
<td>• Navy HVGS sports shirts</td>
</tr>
<tr>
<td>• House coloured shirt (worn only at School during timetabled sport times)</td>
<td>• House coloured shirt (worn only at School during timetabled sport times)</td>
</tr>
<tr>
<td>• Navy HVGS sport shorts</td>
<td>• Navy HVGS sport shorts</td>
</tr>
<tr>
<td>• Cross trainers/running shoes</td>
<td>• Cross trainers/running shoes</td>
</tr>
<tr>
<td>• Navy HVGS sports cap</td>
<td>• Navy HVGS sports cap</td>
</tr>
<tr>
<td>• HVGS tracksuit</td>
<td>• HVGS tracksuit</td>
</tr>
<tr>
<td>• HVGS rugby jersey as option to tracksuit top</td>
<td>• HVGS rugby jersey as option to tracksuit top</td>
</tr>
</tbody>
</table>
HVGS Tutoring Service

Masterminds Program

“Masterminds”, our Academic Enrichment Stage Groups, will be available during the term on Tuesday, Wednesday and Thursdays from 3:15pm – 4:30pm in D block. These sessions are available to any student who feels they need some assistance in achieving their academic goals at School. The aim is to support students with organisational skills, completion of homework, carrying out of assignments and preparation for exams.

- Tuesdays will focus on building skills in Mathematics,
- Wednesdays will be for general organisation and homework and
- Thursdays will focus on English skills.

ENROLMENT

1. Go to the link on the Parent Portal
2. Complete the enrolment from
3. Email tutoring@hvgs.nsw.edu.au. In the body of the email please state:
   • name of student
   • year group
   • day(s) attending in following week (i.e. Tuesday, Wednesday, Thursday)

Cut-off time for notification by email is 5:00pm on the Friday prior to attending. The enrolment form only needs to be completed once per year.

It is important that our records accurately reflect those students who will be present, to allow us to carry out our duty of care.

Masterminds is not available:

- Week 1 of any Term or last week of Term 1 (Camp) or Term 4
- On Parent Teacher Evenings
- After Pastoral Care Days
- Major Sports Carnivals - Swimming, Athletics, Cross Country Wednesday 13 March
- During examination periods (for Year 11 and Year 12 only)
Commendation Scheme

Hunter Valley Grammar School seeks to acknowledge and celebrate the success of its students. One of the ways it does this is to operate a Commendation Scheme through which students gain accolades for their efforts.

**Academic Commendations**

To be considered for an ACADEMIC commendation, a student should:
- Have achieved ‘Excellence’ by receiving A Grades in all tasks in the time period between each commendation collection
- Have ‘EXCEEDED’ EXPECTATIONS with respect to classwork
- Shown consistent diligence in class work and assignments
- Participated with personal success in a variety of class activities
- Done their best in lessons while setting high standards of behaviour
- Shown personal academic excellence in a particular area over a prolonged period

A student in Year 7, 8, 9 or 10 will receive an Academic Commendation if they are included on 4 subject lists (for either ‘excellence’ or ‘exceeded expectations’)

A student in Years 11 or 12 will receive an Academic Commendation if included on 3 lists (for either ‘excellence’ or ‘exceeded expectations’).

**Co-Curricular Cultural Commendations**

To be considered for a Co-Curricular Cultural commendation, a student should meet the following criteria:
- Be a member of The School activity (at co-curricular level 2a) for the entire period
- Demonstrate support for the teacher/tutor, the activity and other students in the activity
- Maintain consistently high standards of personal presentation and behaviour
- Maintain a pattern of attendance at all rehearsals/practices (except where illness or exceptional circumstances prevent this), and
- Maintain a pattern of attendance at all performances/appearances (except where illness or exceptional circumstances prevent this)

**Co-Curricular Sport Commendations**

To be considered for a Co-Curricular Sport commendation, a student should meet the following criteria:
- Be a member of The School activity (at co-curricular level 2a) for the entire period,
- Demonstrate support for the teacher/tutor, the activity and other students in the activity
- Maintain consistently high standards of personal presentation and behaviour
- Maintain a pattern of attendance at all training sessions/practices (except where illness or exceptional circumstances prevent this)
- Maintain a pattern of attendance at all games/appearances (except where illness or exceptional circumstances prevent this)

**OR**
- Represent at HRIS Primary or AICES Secondary (or equivalent) in a sport
Service Commendations

To be considered for a SERVICE commendation, a student should be able to demonstrate one or more of the following:

- Initiate or assist in an activity which benefits those less fortunate than themselves or that benefits The School Community or elements thereof
- Demonstrate leadership in a School activity
- Gain an achievement which brings credit to the student and/or The School involving what could be classed as a service initiative
- Volunteer for special service to The School, i.e. Red Cross Calling, hosting an exchange student, being an active and consistent member of the Leos. Other examples of this include - assisting at the HVGS Equestrian Day, assisting at the HVGS Rowing Regatta, acting as a buddy during Orientation Day, acting as a guide on HVGS Open Days, assisting on a regular basis in the Weeks Library, being a regular and ongoing member of the Multi-Media group. (Each of these activities would need verification from the teacher(s) in charge)

Acceptable Use of the Internet and Mobile Devices

Mobile devices (Mobile telephones, IPods, IPads, MP3 players etc.) should be switched off and kept out of sight during class time. Exceptions may be permitted only in exceptional circumstances and only by approval from the Head of School, Deputy Principal or Principal. In an emergency, the Main Administration Office, Middle School office or Senior School office are the appropriate points of contact. Faculty will ensure that the student receives any important messages as well as any care or assistance they may need.

A Faculty member may ask students to use their mobile devices for specific tasks. In this case the device may be used only while directly supervised by Faculty and only according to the exact instructions given to the class. If there is any misunderstanding about the way, the device is to be used then the student should seek clarification from the teacher immediately.

Senior Secondary students may seek permission from the Head of Senior School to use a mobile device in class for the purpose of reading digital versions of books and textbooks, note taking and organisation. Mobile phones should only be used at School to receive and/or respond to communication from parents or caregivers. The use of mobile phones to receive or respond to messages and/or phone calls must occur at the respective School offices or under the indirect supervision of a Faculty member.

If a student brings a mobile device to School, then the security of the mobile device is the sole responsibility of the student. HVGS accepts no responsibility for lost, stolen or damaged mobile devices. Reasonable efforts will be made to recover a lost or stolen device and Faculty will assist in mediation if wilful damage of a mobile device has occurred. However, HVGS will not be liable for any cost to replace or repair a lost, stolen or damaged mobile device.

Consequence of non-compliance - Students who do not adhere to these rules and guidelines will have their mobile device confiscated. The device will be returned at the end of the day (for first and minor offence only). Repeated infringements may result in the student not being allowed to have a mobile device at School. The device will be confiscated and only returned to a parent/guardian after an interview with the Head of School, or Principal.
Acceptable Use of the Internet

Hunter Valley Grammar School requires the responsible use of the Internet for accessing information from the worldwide resources to support School related research.

Please read this in conjunction with the policy on the use of Mobile Devices

Student access to the Internet is available in The School Library and in most classrooms. Only www (World Wide Web) is available for individual research. Non-School e-mail accounts, News, FTP, Chat, Telnet or other activities are not available without permission.

Use of the Internet is both a responsibility and a privilege. All users of the Internet are therefore expected to use it in a responsible, efficient, ethical and legal manner. Failure to accept this responsibility may result in the removal of the user’s access privileges to the Internet.

Unacceptable uses of the Internet include, but are not limited to:
Searching for inappropriate or unacceptable material (pornography, extreme violence, illegal activities, etc).

- Retrieving, displaying, printing or transferring such material
- Use of Internet facilities other than the www without permission
- Invading the privacy of individuals
- Using the network for financial or commercial gain
- Vandalizing data of another user, including the users of The School
- Use of unacceptable language
- Violation of copyright and plagiarism
- Monopolisation of Internet access terminal
- Use of the internet to harass, intimidate or bully other people
- Any other inappropriate or improper use as deemed so by the Director of IT, the IT Manager, the Teacher-Librarian or member of The School Executive
- Any malfunction or other problem should be reported immediately

School-issued Learning Devices - Rights and responsibilities

Student Responsibilities

The learning device will only be used by the student to whom it is assigned. Whilst all care and supervision will be exercised by The School, learning devices are the responsibility of the individual student. Learning devices should always be with the student on their person when they are in use. When a student is not using the device they must be locked securely in their Locker. Leaving learning devices in unsupervised areas is unacceptable. The School will not accept responsibility for loss or damage arising from failure to take adequate care of the learning device.

Student responsibilities include:

- Being aware of and familiar with the provisions of the 1:1 Program documentation
- Ensuring that the learning device battery is fully charged before each school day. Charging facilities will not be available at school
- Bringing the learning device to school and taking the learning device home on a daily basis
- Using the protective carry bag when transporting the learning device between school and home and also whilst at school
- Being aware of the location and security of the learning device at all times. If the learning device is misplaced the student must notify relevant parties as soon as possible (e.g. notify the bus company if left on bus)
- Ensuring the learning device is in good condition at all times, free of graffiti and stickers other than those authorised by The School
- Not attempting to open the case to repair or alter the learning device in any way. Such activity will void the warranty and parents will be liable for any damage caused
- Not attempting to copy, transfer or remove any software loaded on the learning device. All installed software is licensed to The School
- Backing up personal information on the learning device
- Not removing any identification labels from the learning device
- Keeping the learning device free of virus infections
- Returning the device to the ICT helpdesk when requested

(extract from the HVGS 1:1 Program Participation Agreement - page 2/3)

### Smoking, Alcohol, Illegal Drugs & Thefts

#### Smoking

Smoking is forbidden at The School and on the way to and from The School or at School functions and excursions. Offences may result in suspension (internal or external).

#### Alcohol

Alcohol is forbidden at The School. Any student who is found on School property or at School functions with alcohol in his or her possession, or who is obviously under the influence of alcohol, may be suspended forthwith pending further action. A second offence will almost certainly entail the review of the student’s enrolment and may result in expulsion from The School.

#### Illegal Drugs

Any involvement with illegal drugs may render a student liable to suspension or expulsion from The School. Such involvement may include buying, selling, possessing, using, acting as a go between in the supply, or being under the influence of drugs, as well as attempting or agreeing to do any of the above, whilst at School or on the way to and from The School, or at School functions and excursions.

#### Theft

Our School community can only function if all members respect the property of others. Theft is a serious matter and any student found stealing may have his or her place at The School reviewed.
Curriculum Matters

The fundamental aim of education at Hunter Valley Grammar School is to provide an environment that allows students to develop their talents and capabilities to full potential.

The Curriculum Team

The Principal has the overall responsibility for overseeing the curriculum K-12. The Principal is assisted in this matter by the Director of Teaching and Learning.

The Director of Teaching and Learning is responsible for overseeing and coordinating the curriculum in the Senior School. The Director of Teaching and Learning should be contacted in situations where there are individual concerns/inquiries on curriculum matters or where advice on patterns of study is required.

Heads of Faculty are responsible for the oversight of course specific matters, curriculum continuity K-12, faculty based teaching/learning strategies, and assessment/examination procedures within their area of specialisation. You should contact the relevant Head of Faculty in matters that are of concern in a specific subject area. Although in the first instance, your child’s classroom teacher should be contacted. The Curriculum Team is as follows:

Mr Paul Teys               Principal
Mrs Curran-Peters          Deputy Principal/Head of Senior School
Mr Jolliffe                Dean of Curriculum
Mr Machin                  Dean of Professional Learning
Mr McClintock              Head of Junior School
Mr Robinson                Head of Students, Years 7 - 12
Mrs Keith                  Director of Faculty Development & Resources
Mrs O’Grady                Director of Research and Development
Mr Blake                    Director of Administration
Mr Burgess                 Director of Sport (Senior School)
Mr Parkinson               Director of Music
Mr Axford                  Dean of Innovative Technologies

Heads of Faculty
Mrs Dwyer                  English
Mrs McCloskey              History
Ms Austin                  Mathematics
Mrs Otway                  Science
Mrs King                   Business and Humanities
Mr Hawgood                 Health and Physical Education
Mrs Cashen                 Modern Languages
Mr Parkinson               Head of Music Curriculum
Ms LaPalma                 Visual Arts
Mr Redhead                 Technology and Applied Studies
Mrs Crawley                Information and Resources (School Teacher-Librarian)
Mrs Thompson               Student Services

Teacher-In-charge
Mrs Woods                  Outdoor Education 7-12
Focus on Education

The Curriculum for Our School

The Board of Studies has the responsibility for curriculum development within the State and as such has a duty through its Subject Advisory Committees for the ongoing development of subject syllabuses.

General Curriculum Guidelines

The School will provide:
- courses of study in the Key Learning Areas which are appropriate for the children concerned having regard to their stages of development, levels of achievement and needs;
- adequate opportunities for practical experience and application of theory;
- adequate opportunities for the acquisition of competence in the English language;
- courses which aim to develop the potential of students;
- courses which adequately equip students to take their place in Australian society;
- courses which allow for appropriate interaction among students and between students and teachers.
- courses of study which develop students’ skills in problem solving, analysis, synthesis, communication, information gathering, research and the use of technology, including computers;
- opportunities which encourage students to develop a set of values consistent with life in a democratic society.

The curriculum for Secondary education in Stages 4 and 5 is based upon eight Key Learning Areas:

1. English
2. Mathematics
3. Science and Technology
4. Human Society and its Environment
5. Languages other than English
6. Technological and Applied Studies
7. Creative Arts
8. Personal Development, Health and Physical Education

The way in which we choose to meet Board of Studies requirements at Hunter Valley Grammar School is to timetable all compulsory courses into Years 7 and 8 in the Senior School. These include Design and Technology, Languages, Music and Art with PD/Health/PE continuing into Years 9 and 10. The Senior School curriculum is determined by guidelines relating specifically to the end of Year 10 credentialing and the Higher School Certificate.
Requirements for the Award of the Higher School Certificate (in brief)

For Year 11 and Year 12

The following requirements must be adhered to:

A minimum of 12 units in the Preliminary course and a minimum of 10 units in the HSC course. Both the Preliminary course and the HSC course must include the following:

- at least 6 units from Board Developed Courses including at least two (2) units of a Board Developed Course in English.
- at least three (3) course of 2 units’ value or greater
- at least four (4) subjects

At most 6 units of Science can contribute to Higher School Certificate eligibility.

More detailed information will be distributed to students and parents at special information evenings about these important requirements.

Further information can be obtained from the Senior School Wellbeing team, the Director of Teaching and Learning and from the Board of Studies website - [https://www.boardofstudies.nsw.edu.au/](https://www.boardofstudies.nsw.edu.au/)

Moodle

The School places a substantial amount of information and course material on our Moodle Website. A link to this is found on The School’s website. All new students will be shown how to access this site. Such information is also emailed to students who are asked to ensure that their inboxes are clearly regularly.

Assessment booklets, course outlines, examination timetables and sport choice information are examples of the information we currently have on Moodle.

What to bring on the first day?

Essentially new students are only required to bring a writing booklet and pen. Each class teacher will advise what supplies they will need for the subject at the start of the year.
Year 7

Follows a mandatory pattern of study based on the NSW Board of Studies Stage 4 syllabi in each of the Eight Key Learning Areas, plus compulsory sport and an assembly/wellbeing/academic period each week. The pattern of study is indicated below.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>No. Periods per 2 week cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>7</td>
</tr>
<tr>
<td>Science</td>
<td>6</td>
</tr>
<tr>
<td>Business &amp; Humanities (incorporating Civics, History and Geography)</td>
<td>6</td>
</tr>
<tr>
<td>PDHPE including</td>
<td></td>
</tr>
<tr>
<td>• Personal development and health</td>
<td>6</td>
</tr>
<tr>
<td>• Physical education</td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td>• French, German or Japanese</td>
<td>6</td>
</tr>
<tr>
<td>Creative Arts in which students study both:</td>
<td></td>
</tr>
<tr>
<td>• Visual Arts</td>
<td>4</td>
</tr>
<tr>
<td>• Music</td>
<td>4</td>
</tr>
<tr>
<td>Design &amp; Technology in which students cycle through:</td>
<td></td>
</tr>
<tr>
<td>• Wood/Metal Work &amp; Robotics</td>
<td>6</td>
</tr>
<tr>
<td>• Home Economics &amp; Textiles</td>
<td></td>
</tr>
<tr>
<td>ICT (Information Technology)</td>
<td>2</td>
</tr>
<tr>
<td>Sport</td>
<td>4</td>
</tr>
<tr>
<td>Assembly/wellbeing/academic period</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>
Year 8

Year 8 students follow a similar pattern of study to Year 7.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>No. Periods per 2 week cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>7</td>
</tr>
<tr>
<td>Science</td>
<td>7</td>
</tr>
<tr>
<td>Human Society &amp; Its Environment (Incorporating Civics, History and Geography)</td>
<td>7</td>
</tr>
</tbody>
</table>
| PDHPE including:  
  • Personal development and health  
  • Physical education | 6 |
| Languages:  
  • French, German or Japanese | 4 |
| Creative Arts in which students study both:  
  • Visual Arts  
  • Music | 4 |
| Design & Technology in which students cycle through:  
  • Wood/Metal work  
  • Home Economics & Textiles | 6 |
| ICT (Information Technology) | 2 |
| Sport | 4                            |
| Assembly/ wellbeing/academic period | 2 |
| **Total** | **60** |
## Elective Lines for Year 9 2017

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Commerce</td>
<td></td>
</tr>
<tr>
<td>Drama</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design and Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>History and Philosophy</td>
<td>History and Philosophy</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>Music</td>
</tr>
<tr>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
<td>Visual Design</td>
</tr>
</tbody>
</table>

Please tick one course per vertical column.
<table>
<thead>
<tr>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce</td>
<td>Design and Technology</td>
<td>Engineering Technology</td>
</tr>
<tr>
<td>Drama</td>
<td>Food Technology</td>
<td>Food Technology</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>French</td>
<td>History and Philosophy</td>
</tr>
<tr>
<td>Information &amp; Software Technology</td>
<td>German</td>
<td>Music</td>
</tr>
<tr>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
<td>Japanese</td>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Music</td>
<td>Textiles Technology</td>
</tr>
<tr>
<td>Visual Design</td>
<td>PASS (Physical Activity &amp; Sports Studies)</td>
<td></td>
</tr>
</tbody>
</table>
Elective Lines for Year 11 2017

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Line 4</th>
<th>Line 5</th>
<th>Line 6</th>
<th>Line 7 (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Advanced □</td>
<td>Biology □</td>
<td>Business Studies □</td>
<td>Biology □</td>
<td>Drama □</td>
<td>Ancient History □</td>
<td>English Extension 1 □</td>
</tr>
<tr>
<td>English Standard □</td>
<td>Business Studies □</td>
<td>Community &amp; Family Studies □</td>
<td>Economics □</td>
<td>Food Technology/ □</td>
<td>Biology □</td>
<td></td>
</tr>
<tr>
<td>Chemistry □</td>
<td>Engineering Studies □</td>
<td>Earth &amp; Environmental Science □</td>
<td>Legal Studies □</td>
<td>Chemistry □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French (Continuers) □</td>
<td>Mathematics □</td>
<td>Mathematics Extension □</td>
<td>Mathematics □</td>
<td>Mathematics □</td>
<td>Design &amp;Technology □</td>
<td></td>
</tr>
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<td>Geography □</td>
<td>Mathematics General □</td>
<td>Mathematics General □</td>
<td>PDMPE □</td>
<td>PDHPE □</td>
<td>PDHPE □</td>
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</tr>
<tr>
<td>Modern History □</td>
<td>Music 1 □</td>
<td>Mathematics General □</td>
<td>Physics □</td>
<td>Senior Science □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Science ¹ □</td>
<td>Music 2 □</td>
<td>PDMPE □</td>
<td>Studies of Religion □</td>
<td>Society &amp; Culture □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software Design &amp; Development □</td>
<td>Visual Arts □</td>
<td>VET Hospitality □</td>
<td>Studies of Religion □</td>
<td>Society &amp; Culture □</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□</td>
<td></td>
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<td>Textiles &amp; Design □</td>
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1. Please note that the Board of Studies does not allow Senior Science to be studied with any other Science subject in Year 11.
Please tick one ☑ course per vertical column

**Elective Lines for Year 12  2017**

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<th>Line 1</th>
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<tr>
<td>English Advanced</td>
<td>Biology</td>
<td>Ancient History</td>
<td>Chemistry</td>
<td>Business Studies</td>
<td>Ancient History</td>
<td>English Extension 1</td>
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<td>English Standard</td>
<td>Business Studies</td>
<td>Biology</td>
<td>Design &amp; Technology</td>
<td>Drama</td>
<td>Biology</td>
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<td>Chemistry</td>
<td>Drama</td>
<td>Food Technology</td>
<td>Earth &amp; Environmental Science</td>
<td>French (continuers)</td>
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<td></td>
<td>Community &amp; Family Studies</td>
<td>Modern History</td>
<td>Legal Studies</td>
<td>Mathematics Extension</td>
<td>Geography</td>
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<td>Economics</td>
<td>Physics</td>
<td>Mathematics</td>
<td>Mathematics</td>
<td>German (beginners)</td>
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<td>Food Technology</td>
<td>Senior Science</td>
<td>Mathematics General</td>
<td>Mathematics General</td>
<td>Legal Studies</td>
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<td>Information Processes &amp; Technology</td>
<td>Society &amp; Culture</td>
<td>Studies of Religion</td>
<td>POMPE</td>
<td>Modern History</td>
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<td>Music 1</td>
<td>VET Hospitality</td>
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<td>Visual Arts</td>
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</tbody>
</table>

1. Please note that the Board of Studies does not allow Senior Science to be studied with any other Science subject in Year 11

2. Please note that Photography, Video and Digital Imaging is a non-ATAR subject
**Textbook Orders**

Students in Years 9, 10, 11 and 12 are required to purchase their text books for their chosen subjects in certain courses. The School will provide students with the necessary information for them to source the textbooks in cases where these are required Second hand books can also be sourced from the Sustainable School Shop – [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

On the first day of School new students are only required to bring a pen and paper to collect any information received from their class teacher.

**Outdoor Education/Year Camps**

As an integral and vital part of The School’s Outdoor Education Curriculum, each student in Year 10 attends camp for 4 days. Year 10 will have their camp at the end of Term 1. This is usually held in the Barrington Tops area.

Specially designed programs are organized for each camp in keeping with the aims and objectives of The School’s Outdoor Education Programme. In essence, the camps provide students with the opportunity to experience different outdoor environments and pursuits (camping, bushwalking, canoeing, abseiling etc) as a vehicle for developing new outdoor skills, team work, initiative, self-confidence and leadership skills. Outside providers are also engaged to provide access to expertise in such areas as relationships, leadership, preparing resumes and how to make first impressions count.

It is a firm belief within The School that students should be exposed to a variety of educational experiences, necessitating them to foster, develop and extend their potential. Through participation in The School’s Outdoor Education Program, students gain enrichment from their experiences and newly learnt skills that will advantage them in a competitive and demanding world. The costs for these camps are included in the fee structure.

Year 11 students will enjoy a “retreat”, during which areas such as leadership and preparation for the two years of senior study that will face them will be treated. These topics will be treated alongside outdoor team work and challenge-style activities.

Year 12 students will attend a conference in February with guest presenters, team-work and leadership activities, and a conference dinner with a special guest speaker.

**Sporting Houses**

Students will be allocated to Houses upon enrolment by the Registrar. Our House names are Barrington (Blue), Gloucester (Green), Liverpool (Yellow) and Watagan (Red).

**After School Sporting Activities**

Hunter Valley Grammar School enters teams in district competitions for Soccer, Netball, Cricket, Basketball, Rowing and Touch. If you wish to be involved in these activities, see Mr Burgess.

**Leo Club**

Hunter Valley Grammar School has its Leo Club, the youth division of Lions’ International. Students with an interest in community service are invited to nominate themselves.
Sun Safe Policy

The sun protection plan aims to:

- Increase student and community awareness about skin cancer and sun protection.
- Encourage the entire school community to use a combination of sun protection measures whenever UV Index levels are 3 and above.
- Work towards a safe school environment that provides shade for students, Faculty and The School community.
- Assist students to be responsible for their own sun protection.

To assist in achieving its plan, HVGS encourages students to wear hats that protect their face, neck and ears, whenever they are outside and to apply a SPF 30+ broad-spectrum water-resistant sunscreen. Sunscreen should be applied prior to arriving at school, before recess, lunch and going outside. On extended outdoor events students will be encouraged to apply sunscreen every 2 hours. The School will provide sunscreen for students use during school hours and on school related activities. When participating in outdoor swimming students are encouraged to wear rash vests or t-shirts for added protection.

Students are expected to follow teacher direction with respect to wearing sunscreen, hats, and other protective clothing, as well as moving to the shelter of solid shade structures during their breaks or on excursions and field trips.

Sunglasses Policy

Hunter Valley Grammar School is promoting the wearing of sunglasses as part of total protection from UVR. Students are encouraged to wear sunglasses that:

- Meet Australian Standard AS1067
- Offer 99% protection from ultra-violet rays
- Are a close fitting, wrap-around style

The wearing of sunglasses is OPTIONAL, and may be worn during recess, lunch, PE lessons, sporting activities and other outdoor activities occurring during normal school hours, on The School premises e.g. outdoor assemblies. However, sunglasses are not to be worn whilst travelling to and from school on public transport.

Sun Protection Guidelines

Faculty and students will be required to wear of hats at all times when outside during the period of time from Father’s Day until Mother’s Day in the following year. This is our defined Summer Uniform period, and coincides with the time during which the UV index is mainly in the high to extreme range.

Students will be required to wear hats to and from School, and at recess and lunch. Students will be required to wear hats during any timetabled lessons that occur outside e.g. PDHPE and sport lessons. Failure to wear a hat will result in the student having to sit in a shaded area and therefore missing the activity. This will also constitute a uniform infringement.

Leadership Opportunities in the Senior School
Years 11-12

At Hunter Valley Grammar School, the students have access to a wide variety of leadership opportunities. These include opportunities to represent The School as either a School Captain, Prefect, House Captain. The Student Leadership body is elected by both their peers and the teachers within The School. Therefore, students who become involved in cultural and sporting extra-curricular activities throughout their school years are advantaged when it comes to voting time. Each one of these positions has different roles and responsibilities.

Further Opportunities

There are also academic activities such as Mock Trial, E-Team, Australian Business Week, Young Achievers, Tournament of the Minds, Shakespeare Festival and Debating. Other opportunities which include, Duke of Edinburgh and School Production are available to Senior Secondary Students at Hunter Valley Grammar School.

Students are encouraged to takes the opportunities that are offered to them. This will enable them to widen their knowledge and life skills.

The Weeks' Library

The Weeks Library is open from 8:00am until 5:00pm, Monday to Thursday during school Terms. Students may use the library before and after school, and during recess and lunch.

Students in Years 7-12 visit the library with their teachers when relevant topics are being covered and students in the Senior School can access the library for private study periods. Students in Year 12 have a private study hall in the Senior Centre set aside for their use.

The library facilities include an automated catalogue, networked computers, CD-ROM and Internet access, a scanner and printer which students may use in accordance with The School’s Acceptable Use Policy. Photocopying facilities are also available at 20 cents per A4 copy. Students in Year 12 may photocopy assessment material without charge.

The Weeks Library also has links to other AIS school libraries and the University of Newcastle’s libraries. Access to resources from these other libraries can be negotiated with library Faculty.

All students have an allotted area on the file server and Internet access from all networked computers within The School.

The School has available a range of scanners, digital cameras, and printers for student use.

Hunter Valley Grammar School has made a commitment to using technology as a tool to enhance the learning of students throughout their school life.
Design and Technology Facility

The Design and Technology Facility is situated in F block. F block will be fully renovated during 2016/2017. Temporary demountable classrooms will be set up beside the Cameron Centre until the works are completed.

The School possesses a fully equipped Design and Technology Block which includes a kitchen, a woodwork room, a Tech Drawing room and a Metalwork room. The facilities in this block are also available to senior students during lunchtimes and Thursday afternoon and Faculty are willing to supervise the completion of practical tasks during this time.

The School offers a variety of courses in the DTE area. These include, Information Technology, Textiles, Home Economics, VET courses in Hospitality, Design and Technology, Woodwork, Metalwork and Engineering Science.

Post School Options and Careers Advice

Mr Mayall is the Post School Options Adviser at Hunter Valley Grammar School. He can be found in the Information Technology Faculty room (I Block). A Careers Centre is also located in the Weeks Library. Mr Mayall offers students access to career choices on the internet as well as a prolific library of the latest career information and guides to tertiary and TAFE studies. You can email Mr Mayall to arrange a meeting or seek information. mayallr@hvgs.nsw.edu.au

Music Facility

Our new Music Centre is equipped with a keyboard Sound Lab Recording Studio and Music Technology facilities which allows students to have a "hands on" approach within the classroom context. The Music Centre offers rehearsal and individual lesson rooms equipped with pianos. Also offered is a range of extracurricular activities such as Orchestra, Jazz groups, choral groups and the opportunity to perform in a variety of school and community settings.

Year 12 Study Hall

The School provides a Study Hall for Year 12 students and this is located in the Senior Centre. This allows Year 12 Students some independence and offers tea and coffee facilities as well as secure lockers. If students chose to use their study periods in another located they must sign the location register which is located with Mrs Kennedy in the Senior School Office.

Visual Arts Facility

The Visual Arts complex incorporates a central senior art room, ceramic workshop room, photography lab and a digital media room. Senior students are encouraged to make use of these facilities for their art making during lunchtimes and after school. The photography lab is available only with Faculty supervision.
The Drama Facility at the back of the Latter Performance Centre consists of a conference/teaching room, Drama Studio, lighting and sound “box”, costume room and changing facilities. These teaching and performances spaces significantly enhance the Drama possibilities for Years 8-12. Senior Drama students have access to these facilities during lunchtimes.

Parents, Family & Friends

Fortnightly Newsletter

The fortnightly Newsletter is emailed fortnightly. Its purpose is to inform parents of school events, and to report items of interest. Most importantly it provides a vital link between home and school. The newsletter is also available on The School website: www.hvgs.nsw.edu.au.

Parent Portal

The Parent Portal is a secured site available to HVGS Parents through The School website. After your login with your username and password you are able access specific information about your son or daughter. Currently your child’s timetable, their homework and due dates, and attendance is available. There is quick email link to the student’s Mentor or class teacher for easy access when you have a question. There is also general information on important dates, events and The School newsletter can be accessed. Please contact The School if you do not have a user name and password.

Canteen

The canteen operates each school day providing morning teas and lunches.

The canteen has moved to a cashless operation. Students are issued with an identification card so that purchases can be made. Parents must deposit money into the student’s canteen account for purchased to be processed. Further information can be sought through the Accounts Department.

The canteen is dependent upon voluntary helpers so parental assistance would be greatly appreciated to help it run smoothly.

Parents & Friends Association

Hunter Valley Grammar School has a very dedication P & F Association who help out in many areas of The School. They meet twice a Term and dates for these meetings are advertised in The School’s fortnightly newsletter. All parents and friends are welcome to attend.