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School Song

We’re the students of the Hunter Valley Grammar School
Proudly this we do acclaim
Till our goal we gain, excellence is our aim
Honour to our School’s good name.

Hills, plain and river, Hunter Valley is our land
Here in life we take our stand
Red, Green, Yellow, Blue; harmony and friendship too
Years of loyalty will stand by you.

This our mighty Hunter Valley
Will remain our heritage
Young and eager, strong and vibrant
Marching forward heads held high
And when we say we’ve always won
They’ll ask us all just how it’s done
We’ll proudly point to everyone
of the Hunter Valley Grammar School.
## Campus Facilities Directory

<table>
<thead>
<tr>
<th>Block</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>Reception  Principal-upstairs Deputy Principal Enrolments/Registrar Accounts-upstairs Sickbay</td>
</tr>
<tr>
<td>A Block</td>
<td>Language staff Language classrooms</td>
</tr>
<tr>
<td>B Block</td>
<td>Mathematics classrooms Mathematics staff</td>
</tr>
<tr>
<td>C Block</td>
<td>English staff English classrooms Science laboratories</td>
</tr>
<tr>
<td>D Block</td>
<td>Business &amp; Humanities classrooms Business &amp; Humanities staff Careers Room</td>
</tr>
<tr>
<td>E Block</td>
<td>Science laboratories Science staff</td>
</tr>
<tr>
<td>V Block</td>
<td>Art rooms Art staff Photography Dark room</td>
</tr>
<tr>
<td>H Block</td>
<td>PE PE staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Block</td>
<td>TAS Home Economics/Textiles rooms Industrial Technology rooms Design Technology staff</td>
</tr>
<tr>
<td>IT Block</td>
<td>Computer staff Computer classrooms</td>
</tr>
<tr>
<td>M Block</td>
<td>Music rooms Drama room Music staff</td>
</tr>
<tr>
<td>Weeks</td>
<td>Library facilities Photocopier (student use) Lecture Theatre</td>
</tr>
<tr>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>H Block</td>
<td>Student Academic Support Services Secondary</td>
</tr>
<tr>
<td>P 1</td>
<td>Year 1 &amp; 2 Classrooms Head of Junior School PYP Co-ordinator Middle Managers Office JS Office</td>
</tr>
<tr>
<td>P 2</td>
<td>Year 3 - Classrooms</td>
</tr>
<tr>
<td>P 3 and 4</td>
<td>A Yr 4 classroom Year 5 &amp; 6 Classrooms</td>
</tr>
<tr>
<td>ELC</td>
<td>Pre-School Kindergarten classrooms</td>
</tr>
<tr>
<td>P5</td>
<td>Year 4 &amp; Year 2 Classrooms Specialist Teachers Staffroom Primary Common Room Student Services - Junior Student Toilets/Change rooms Sports Canteen</td>
</tr>
</tbody>
</table>
School Hours
School hours are from 8:25am until 2:50pm - End of School Day and bus/waiters supervision.

The School day begins at 8:25am with roll call. All students must attend. Students arriving at their classrooms after 8:45am will be required to obtain a late pass from the Main Administration Office.

Weekly Routines
Weekly routines are established after the commencement of the 2016 timetable. Activities may include Choir, Aspects for Life, Friendship Time, Forum, Assembly, and will be incorporated in the weekly routine.

Class routines and timetables will be distributed by individual teachers at the commencement of Term 1. This will include information on Music, Sport, PE, Languages and other specialist lessons.

Reflection Time is scheduled at the end of each day for all students. This time is used to foster personal growth, develop understanding of personal goal setting techniques and to develop authentic inquiry techniques.

Daily Routine
We have developed a new daily routine for students from Kindergarten to Year 6. This structure better meets the needs of students in the Junior School.

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>8:45am  Roll</td>
</tr>
<tr>
<td>8:45am</td>
<td>9:15am  Period 1</td>
</tr>
<tr>
<td>9:15am</td>
<td>9:45am  Period 2</td>
</tr>
<tr>
<td>9:45am</td>
<td>10:15am  Period 3</td>
</tr>
<tr>
<td>10:15am</td>
<td>10:45am  Period 4</td>
</tr>
<tr>
<td>10:45am</td>
<td>11:45am  Lunch</td>
</tr>
<tr>
<td>11:45am</td>
<td>12:15pm  Period 5</td>
</tr>
<tr>
<td>12:15pm</td>
<td>12:45pm  Period 6</td>
</tr>
<tr>
<td>12:45pm</td>
<td>1:15pm   Period 7</td>
</tr>
<tr>
<td>1:15pm</td>
<td>1:40pm   Recess</td>
</tr>
<tr>
<td>1:40pm</td>
<td>2:10pm   Period 8</td>
</tr>
<tr>
<td>2:10pm</td>
<td>2:40pm   Period 9</td>
</tr>
<tr>
<td>2:40pm</td>
<td>2:50pm   Reflect &amp; Review</td>
</tr>
</tbody>
</table>
Key Primary School Personnel

Mrs Elizabeth Thompson
Head of Junior School

Mrs Paula Fisher
Head of Lower Primary

Mrs Kylie McPherson
Head of Middle Primary

Mrs Rachael Hutchen
Head of Upper Primary

Mr Cam Wallace
IB, Curriculum Coordinator & Special Programs Coordinator

Mr Ross Murdoch
Director of Sport
Junior School

Mrs Robyn Kephart
Junior School Assistant
Student Welfare

If you have a Problem?

If students have a problem and need to talk to someone about it, the following people would like to listen and help:

- Your Class Teacher (K-6)
- The Junior School Executive
- The Junior School Captains
- SRC Representatives
- A classmate you can trust
- Other staff within the Junior School

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

If parents need to speak to someone about a problem:
Better Buddies Program

The Alannah & Madeline Foundation is a national charity keeping children safe from violence. Their key prevention program is the Better Buddies Framework, a whole-school initiative designed to create friendly and caring primary school communities where anti-social behaviour is reduced.

In Better Buddies, older children buddy up with younger children and learn the values: caring for others, friendliness, respect, valuing difference, including others and responsibility through formal and informal activities.

Better Buddies enables younger students to feel safe and cared for while older students feel valued and respected. Buddy Bear is the mascot of Better Buddies.

Children in Kindergarten are matched to older students in Stage 3.

Sick Bay

- The central sick bay is located in the Main Administration Office.
- No medicines are to be used at School without a permission letter from parents/guardians.
- **All medicine** including Panadol, Disprin etc. are to be given to Staff located in the central sick bay in the Main Administration Office in an envelope with the required instructions and the students name (K-6).
- If a student is unwell he/she is to initially report to Mrs Kephart in the Junior School office. Mrs Kephart will take care of minor first aid etc. and forward more serious illnesses / concerns to the central sickbay as appropriate. All details / treatments are recorded electronically.
- For all serious illnesses and accidents, the parent/guardian is contacted.
- Students on ADD, ADHD or other medication need to registered with the Administration Office and the appropriate forms completed. They should clearly indicate the medication and dosage required. Medication is to be taken to the central sickbay located in the Administration building on Monday mornings. Medications will then be distributed from the central sickbay in the Main Administration Office to students when they visit the office at the appropriate time.

Absence from School

All absences, whether they are for a full day or any part of a day (late arrival or early departure), require an explanation and consent in writing from a parent or guardian. Verbal notification of a student’s absence must be followed up in writing. The Education Act requires parents/guardians to provide the School with such notice **within 7 days** of the absence.

At HVGS, a **sms text is sent to all parents when a student is absent**. A reply to this text suffices as written notification. See below for details:
Where the absence is “unplanned”
(i.e. cases of illness, misadventure or circumstances beyond their control)

During that morning, the parent will receive an SMS text from the School advising that the student is absent:

- Parents are required to reply to the SMS giving details of the student’s absence. This response will constitute a written notification of the absence as required under the Education Act.

Where the absence is “planned”
(this applies to all instances of planned leave regardless of the duration)

Applications for Exemption from School attendance must be made in writing on the appropriate form, as prescribed in the NSW DET Exemption Guidelines. Parents/guardians are required to complete and submit the application form to the Principal in advance and in sufficient time to enable assessment and notification of the outcome.

Reasons for granting exemptions from School may include:

- exceptional domestic circumstances, including but not limited to participation in family holidays during school Term where it is considered that this is in the best educational interests of the child
- Other exceptional circumstances
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice

Forms are available on the Parent Portal https://portal.hvgs.nsw.edu.au/igloo/portal/ (to access the application form, please sign into the Parent Portal, go to the HVGS Policies Tab and select “Exemption from Attendance at School”) or on request from the Administration Office.

Where the application is approved, a Certificate of Exemption will be issued to the parent.

Late Arrival/Early Departure
Students arriving after 8:45am must report to the Administration Office to receive a late pass prior to proceeding to class.

For early departures parents are required to adhere to the following process:

- Sign in at the Administration Office where details of the absence must be provided in writing prior to an early departure slip being issued.
- Proceed to the student’s class and show the early departure slip to the teacher to collect the student - the early departure slip is retained by the parent.
- Return to the Administration Building to sign out.

Appointments during School Hours
It is an expectation that appointments (medical, dental etc.) will occur outside of School hours. If for some reason this is not possible, please advise the School in writing to avoid clashes with activities etc. Parents should adhere to the above procedure when collecting/returning students.
HVGS is the only authorised School to teach the International Baccalaureate Primary Years Programme in the Hunter Valley. IB World Schools share a common philosophy: A commitment to high-quality, challenging, international education, that we believe is important for our students.

HVGS promotes the values for life education for each student which embraces their intellectual, emotional and spiritual development, encourages the pursuit of excellence in all areas, and develops in students the desire to become lifelong learners with a desire to grasp life’s opportunities.

We do this within a community that lives its values and provides each student with a range of quality educational and developmental experiences.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

To help to ensure all young Australians are equipped with the skills, knowledge and capabilities that provide a foundation for successful and lifelong learning and participation in the Australian community.
## Attributes of a Primary Years Programme (PYP) Learner

**PYP Learner Profile - Students are:**

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquirers</td>
<td>Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.</td>
</tr>
<tr>
<td>Thinkers</td>
<td>They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.</td>
</tr>
<tr>
<td>Communicators</td>
<td>They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.</td>
</tr>
<tr>
<td>Courageous</td>
<td>They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.</td>
</tr>
<tr>
<td>Knowledgeable</td>
<td>They have spent time in our schools exploring themes which have global relevance and importance. In so doing, they have acquired a critical mass of significant knowledge.</td>
</tr>
<tr>
<td>Principled</td>
<td>They have a sound grasp of the principles of moral reasoning. They have integrity, honesty and a sense of fairness and justice.</td>
</tr>
<tr>
<td>Caring</td>
<td>They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.</td>
</tr>
<tr>
<td>Open-minded</td>
<td>They respect the views, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.</td>
</tr>
<tr>
<td>Well-balanced</td>
<td>They understand the importance of physical and mental balance and personal well-being.</td>
</tr>
<tr>
<td>Reflective</td>
<td>They give thoughtful consideration to their own learning and analyse their personal strengths and weaknesses in a constructive manner.</td>
</tr>
<tr>
<td>Endeavour</td>
<td>They strive to succeed, personally recognising the difference they make to their own learning.</td>
</tr>
</tbody>
</table>
Junior School Curriculum

Years K – 6
In Years K - 6, a pattern of study is followed as prescribed by the NSW Board of Studies through its K - 6 syllabi in each of the 6 Key Learning Areas. In K - 6, students also experience a variety of specialist teachers who enrich their knowledge.

The Primary Years Programme, (PYP) is an established curriculum framework that is run through the International Baccalaureate network. It is a program from Preschool to Year 6 and aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The program works within our Australian Curriculum system to develop a challenging and rigorous learning environment for students.

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 their full potential. The PYP Learner Profile (located on prior page) outlines the attributes which HVGS seeks to instill within their students.

The Principal has the overall responsibility for the curriculum K - 12, Mrs Thompson, Head of Junior School has oversight of K-6 Curriculum issues, with Mr Wallace, the Junior School IB and Curriculum Co-ordinator having direct responsibility for the syllabus requirements. He works closely with staff to develop Units of Inquiry and to ensure IB compliance.
The Director of Studies, Mrs O’Grady is responsible for overseeing and coordinating the curriculum in each of the two schools, with regard to the NSW Board of Studies. Initial contact regarding Curriculum and PYP should be directed to Mr Wallace.

**Key School Personnel for Junior School**

- **Mr Teys** ........................................... Principal
- **Mrs Thompson** .................................... Head of Junior School P-6
- **Mr Wallace** ....................................... IB, Curriculum Co-ord & Special Programs
- **Mr Murdoch** ...................................... Director of Sport-Junior School
- **Mrs White** ........................................ Director of Preschool
- **Mrs Fisher** ........................................ Head of Lower Primary
- **Mrs McPherson** ................................. Head of Middle Primary
- **Mrs Hutchen** ..................................... Head of Upper Primary
- **Mrs Curran-Peters** ............................. Deputy Principal, Head of Senior School
- **Mr Robinson** ..................................... Head of Students, Senior School
- **Mr Blake** .......................................... Director of Administration
- **Mrs Keith** .......................................... Director of Staff Development & Resources
- **Mrs Crawley** ..................................... Information & Resources (School Librarian)
- **Mr Walker** ........................................ Head of Information Technology
- **Mr Hawgood** ..................................... Head of PE/PD/Health
- **Mrs Jeanette Lightfoot** ....................... School Counsellor
- **Mr Jack Machin** ................................. Director of Music /Head of Music Curriculum

**Specialist Staff - Junior School**

- **Miss Rauch** ........................................ PE/PD/Health and Sport
- **Mr Devorsine** ..................................... French and PE
- **Ms Vacher** ........................................ French
- **Library** ........................................... Mrs Pritchard

**Homework**

**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.

Homework provides the teacher with a means of obtaining input from parents on a directed basis and allowing them to make a significant contribution to the educational process at home.

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*A Global School offering a World Class Education*
Regular 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.

**Children ought to be able to:**

- complete nominated tasks within the times specified for their Year group.
- 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.

**Children are expected to:**

- bring their homework diaries to all lessons.
- write all homework tasks in their homework diaries and be encouraged to check these daily.
- have their homework diaries signed by their parent/guardian each weekend to show that they are aware of the homework set and completed and that they are aware of any other notes.
- produce their homework diaries each day for their Class Teacher.
- 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.

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. Students need to learn to individualise their work routines as they approach their Secondary School courses.

**Guidelines for Parents**

Parents are expected to support the aims and objectives of this policy and recognise homework as 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 asked 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; and
- sign the homework diary in the space provided to indicate that the diary has been sighted and the tasks completed.
Homework Load Guidelines Junior School
(an average per night, as a guide)

Kindergarten
Reading, including shared reading with parents and other additional reading activities, as well as some Mathematics. **10 minutes.**

Years 1 & 2
Spelling, Mathematics, Reading Activities and Shared Reading. **15 to 20 minutes.**

Years 3 & 4
Spelling, Mathematics, Response Tasks and Reading including activities and individual reading with parents. **20 to 30 minutes.**

Years 5 & 6
Follow up activities from across the curriculum including Language, Mathematics, Spelling, Unit of Inquiry and Project / Research work. **45 minutes.**
General Procedures
The times indicated are average loads which should be expected Monday to Thursday nights. Friday nights and weekends would normally be left free of formal homework activities and could be used in part for long term projects and revision purposes. Some students may choose to spread their work over more than 4 nights. This would then alter the times indicated above.

Teachers request the support of parents by asking that a note be recorded in the student diary when set homework has not been completed in the requested time frame and that, where possible, missed homework be re-scheduled.

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.

Student Assessment
Various types of assessment are used at Hunter Valley Grammar School in order to accommodate different learning styles, to provide different perspectives and to give a comprehensive picture of the student’s knowledge, skills and understanding.

Examples of some of these techniques include:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Stage 1-Kindergarten</td>
<td>Anecdotal records, checklists, questioning, test of sight words and phonograms, writing work samples for generalisation of skills, observations and verbalisation, reading benchmarking, quiz of materials taught, Self-appraisal of work, questioning in class, and verbal explanation, quality of work created, open ended tasks, collaborative reviews, formative and summative tasks</td>
</tr>
<tr>
<td>Stage 1 - Year 1/ Year 2</td>
<td>As for Kindergarten, running records for oral reading, observation and discussion to gain pre-teaching knowledge. Work sampling, benchmarking. Design and make / projects and research. Simple rubric feedback, teacher student conferencing, small tests , open ended tasks, self-reflection tasks, collaborative reviews, formative and summative tasks</td>
</tr>
<tr>
<td>Stage 2 - Year 3/ Year 4</td>
<td>Consolidate student’s ability to self-assess, formal and informal observations, running records for oral reading, Ongoing anecdotal records, weekly and periodic quizzes, work sampling, design and make, projects and research presentation and explanation. Rubric feedback, teacher / student conferencing, open ended tasks, self-reflection, collaborative reviews, formative and summative tasks</td>
</tr>
<tr>
<td>Stage 3 - Year 5/ Year 6</td>
<td>More developed self-assessment and reflection. Observations and dialogue with students to allow for explanation. Ongoing anecdotal feedback in terms of indicators. Weekly and periodic quizzes of knowledge skills and application. Work sampling across the grade to benchmark. Design and make projects and research – presenting to peers for feedback. Rubric feedback, teacher / student conferences, open ended tasks, self-reflection, collaborative reviews, formative and summative tasks</td>
</tr>
</tbody>
</table>
**Reporting**

At Hunter Valley Grammar School, Reporting takes several forms. Parents are actively encouraged to contact the school as often as they require to gain information as to their child’s progress and accomplishments, in relation to outcomes, skills, attitudes, knowledge and concepts. Additionally, we communicate learning through the following methods:

**Teacher Interviews & Conferences**

Teacher interviews and conferences are held each semester, in mid Term 1 and mid Term 3. HVGS is utilising traditional interviews with parents and teachers for Kindergarten to Year 2 and Three Way conferences for Year 3 to Year 6.

This structure will expand to student led conferences throughout 2016 & 2017, as collaboratively we trial and reflect upon how the students and our School can adopt this style of interview. The use of portfolios and reflections on the Learner Profile attributes is at the forefront of these conferences, allowing the students work and the student themselves to contribute to the feedback and goal setting process. Additional interviews that are based around student needs are held as required and flexibility to meet staff, student and parent requirements is expected in all situations.

**Written Reports**

Written reports are supplied to parents twice a year, in each semester, culminating Term 2 and Term 4 learning. Within these reports, parents are provided feedback in relation to their child’s achievement against stage outcomes (A-E) and overall performance in English and Mathematics as well as all other Key Learning Areas (KLA’s) and through the Units of Inquiry. In addition, the written report outlines their child’s personal work habits, attendance and application as well as the teacher’s objective feedback of the complete student throughout the term.

*Within each aspect of assessing, recording and reporting HVGS staff have collaboratively planned our stances to link BOS guidelines and IB PYP requirements to create a seamless assessment outline. This is reviewed annually and within the NSW Schools Registration process and will be examined through the PYP Schools Evaluation audit.*

**Contact with Teachers**

Parents are invited to be involved in many class activities and should make arrangements with their class teachers.

Parents requiring an interview with the class teacher should make an appointment with Mrs Kephart, providing at least 24 hours’ notice. Mrs Kephart can be contacted on 4931 0735. Parents are also invited to contact teachers directly via their School email address.

*Parents are discouraged* from visiting classrooms throughout the normal day unless arrangements are made with teachers in advance.

All classroom and playground visitors **MUST** register with the Main Administration Office and obtain a visitors pass. From here they should enter the Junior School via Mrs Kephart’s office who will be able to assist with directions.
Library

The Weeks Library is open from 8:00am until 4:30pm, Monday to Thursday and 8:00am until 4:00pm of a Friday during School Terms.

Year 5/6 students may use the library unsupervised between 3:00pm and 4:00pm Monday to Friday and during lunchtime, however they should be productively engaged in study. Students using the library are required to be signed in and must be collected or go to After School Care by 4:00pm.

Homework Club also operates each Tuesday and Thursday afternoon till 4:00pm in the K-2 library for students from Years 3-6.

In addition to this tutoring is available for students in Years 5 and 6 on these days (3:15pm- 4:15pm). These sessions are supervised by Junior School teachers who assist students in need. Homework Club has a limited capacity and students who attend MUST have sufficient homework to engage them for the time. If numbers become too great students attending will be prioritised according to need.

Students in K-2 visit the lower primary library while students in Years 3-6 visit the Weeks library on a regular basis. During their library time they have the opportunity to develop library and information skills, do research, pursue their own interests and choose and borrow fiction and non-fiction material. For research, students in Years K-6 visit either libraries with their teachers when relevant topics are being covered.

Students and members of staff each have an allocated barcode. The barcodes for students in Years K-6 are retained in a folder for ready access at the enquiry desk, whilst students in Years 7-12 are issued with a laminated library card to which the barcode is attached. The card must be produced if students wish to borrow.

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 (see page). Photocopying facilities are also available at 10 cents per copy.

Students in Years K-6 may join the Scholastic Australia Book Club and library staff will provide further information about this at a later date.

Music

Opportunities exist within the class and department structure to pursue various musical activities. Activities such as Choir, Ensembles and Band are available through the co-curricular program. Children wishing to learn instruments may do so. Enquiries should be directed to Mrs Reid, Assistant to the Director of Music. Visiting teachers are employed as required to cater for these needs. An additional fee is payable for individual lessons.

All students in K-6 participate in a music program involving the use of keyboards, percussion instruments, movement, and singing, aimed at developing basic musicianship.
**Sport**

The Director of Sport in the Junior School at Hunter Valley Grammar School is Mr Ross Murdoch.

Junior School Sport is divided into Summer and Winter Sport. Summer Sport covers Terms 1 and 4, and Winter Sport covers Terms 2 and 3.

Term 1’s major sports carnivals are Swimming and Cross Country. Advanced swimmers who are representing HVGS at HRIS and CIS level are given specialised coaching where possible, depending upon availability of coaching staff. All swimming carnivals are conducted during Term 1. Students who are representing at HRIS and CIS level in Cross Country are encouraged to join the morning running group that meet each week.

Winter Sport choices (Terms 2 and 3) include Basketball, Netball, Junior Soccer and Skills Based Tabloid. Kindergarten, Year 1 and Year 2 children do Tabloid only.

In Term 4, children experience Touch Football, Softball, Volleyball, Cricket, Skill Based Tabloid Sports. A competent swimmers group also trains in preparation for the Term 1 Hunter Valley Grammar School, Hunter Region Independent Schools and Combined Independent Primary Schools Carnivals which are held early in the following Term. These children are encouraged to continue training throughout the Christmas holidays, ready for carnival participation early in the new year.

**Note:** Other specialist sport experiences are also available. These include golf, equestrian, etc. Parents are notified by note of these options.

Apart from Swimming, all sport is run on a House Competition basis. Opportunities to engage in a variety of co-curricular sporting activities outside school hours are also available. Notification is given at appropriate times throughout the year and the complete document is available on the School website.

**Diaries**

Homework diaries designed especially for our school are issued to students in Years K – 6, at the beginning of the school year. The diary is to be signed by parents each night to acknowledge the completion of set tasks. Parents should use the diary as a means of quick communication with the class teacher. Diaries are designed to help develop positive work habits, and provide a vital link between home and school. Diaries in grades K - 6 are also used as reflection journals for students. Reflection provides the opportunity for students to share their learning journey with parents.
Classroom Requirements

A list of equipment required by each child for their day to day participation in class activities will be issued at the beginning of the year. It is the responsibility of each child to ensure that this equipment is either at school or carried each day. The list outlining the basic requirements for each class will be supplied to parents. NB: The additional equipment required is minimal.

House Allocation

Students are allocated a House upon enrolment by the School Registrar, Mrs Jennifer Fisher. Siblings are placed in the same house, so the family tradition continues. New students to the School, are placed in an appropriate House depending on gender and balance of number of students at that time.

Hunter Valley Grammar School has 4 houses:

- Barrington (Blue)
- Gloucester (Green)
- Liverpool (Yellow)
- Watagan (Red)

In general, our School encourages student participation in sporting activities both in and out of School. School organised sporting activities within School time are considered a compulsory part of the curriculum and we ask parents to support the School in our endeavour to encourage students to enjoy sports, train hard, and participate with school spirit. Our School motto, Success through Endeavour, is exemplified through our sports program.

Co-curricular Sport

Saturday and evening team sports are run throughout the School. We have soccer, basketball, indoor hockey, netball and touch clubs that compete each year in local competitions. If you would like your child to register for these sports, information can be collected from the Teacher in Charge of Junior School Sport, Mr Murdoch at appropriate times, however a complete list of co-curricular activities can be found on the School’s website. [http://www2.hvgs.nsw.edu.au/co-curricular-handbook.html](http://www2.hvgs.nsw.edu.au/co-curricular-handbook.html)

Outdoor Education

As part of the School’s commitment to holistic education, an Outdoor Education program has been developed for students in Years 3 to 11. The fundamental aim of this program is to challenge and extend students to maximise their potential not only intellectually, but also emotionally, spiritually and physically. This program may involve both classroom lessons and a range of activities in the outdoors. The principle activity each year is a Camp.

Each camp is designed with a program of experiential learning activities appropriate to the students attending and in keeping with the School’s Outdoor Education philosophy. Students will participate in a range of activities such as bushwalking, orienteering, abseiling, rock climbing, canoeing, expeditioning, initiative challenges and activities associated with camping.
Aims & Objectives of Year Camps (Years 3-12)

**Aim**
To provide the “Outdoor” component of the Hunter Valley Grammar School’s Outdoor Education Program.

**Objectives**
The Year Camps are designed to provide the “Experiences” necessary to enable students to develop:

- Self-awareness
- Independence
- Confidence
- Self-discipline
- Communication skills
- Leadership skills
- The ability to work with others in a team.
- Problem solving skills
- Initiative
- Flexibility/consideration for others
- Outdoor/camping skills
- An appreciation for the environment.

Above all, it is hoped that the Year Camp Programs will engender in students a love for adventure and the outdoors while empowering them (through their experiences) to be better citizens.

**Overview of the Camps**

**Transport**
Transport to camp is arranged by the provider and students are accompanied by HVGS staff.

**Meals**
All meals are provided as part of the camp experience and are usually provided by camp providers. On some occasions students will be responsible for the preparation of their own meals from rations provided.

**Costs**
Costs associated with school camps form part of the annual tuition fee.

**Medical Concerns**
Medical forms are required as part of the mandatory information that parents must supply to the school prior to a camp. If a child requires medication this must be given to the teacher responsible prior to the camp, with written instructions, and in original containers. Students are not to self-administer unless explicit written permission has been provided by parents and the school agree that this is appropriate.

Parents are required to provide to the School in writing any special requirements, student habits or medical conditions that staff need to be aware of for the student to participate in the camp and be safe.
General Information Notes
The School provides parents with a detailed letter which describes as a minimum, the following:

- philosophy of the camp
- the desired outcomes for students' learning and personal development program
- list of activities
- contact details of (both) the teacher-in-charge & camp provider
- clothing requirements
- bedding requirements
- eating utensils
- detailed transport arrangements
- hygiene and health requirements and arrangements
- recommended spending money (if applicable)

The information package will also enclose:

- forms for the identification of any medical requirements, approval for any emergency treatment, and other written consent form for specified activities
- A list of supervisory personnel, along with their emergency contact number(s), including a mobile phone contact number, for the duration of the excursion

If the itinerary involves student participation in adventure activities (e.g. white-water rafting, rock climbing, canoeing, etc.), parents/guardians will be provided with details about such activities, along with separate and specific parent permission forms to be signed by the parents/guardians.

Expectations regarding student behaviour while on camps, along with its requirements for both supervised and unsupervised activities will be clarified.

Staff Pupil Supervision Ratios
DET guidelines with respect to supervision are adopted by HVGS. Low risk activities have a higher staff pupil ratio with high risk activities having much smaller ratios.

There are a range of outdoor education experiences that have inherent risks like rock climbing and canoeing etc. where the staff member supervision is supplemented by a trained instructor from the service provider.

Excursions
As appropriate students are involved in School excursions which support units of study. Parents receive a notice prior to the excursion outlining all relevant details. Permission notes will be issued with information including travel, times, etc. attached. Permission notes should be returned in an envelope clearly labelled with the child’s name and class. Full School uniform is worn on excursions unless other instructions are issued. Any queries regarding the excursion should be directed to the class teacher.

Note: The School reserves the right to refuse participation in an excursion to any student if the behaviour of the child in question could place themselves or others at risk, or if the excursion could prove to be a health risk to the individual.
After School Care (ASC)

After School Care runs each day from 2:50pm to 6:00pm on the School premises. It is located in the K-2 Multipurpose Centre. Children are accepted on a permanent, part-time or casual basis. After School Care provides a caring and warm environment for children who cannot be collected at 3:00pm. All bookings are made through Mrs Robyn Kephart in the Junior School Office direct on 4931 0735. It should be remembered that After School Care is in high demand and bookings are essential.

Should there be a change of routine involving After School Care Mrs Kephart must be notified in order to satisfy Duty of Care Requirements. Failure to notify may result in the application of an Administrative Fee.

Notification of Change of Routine

Parents are advised that should a change of routine occur they are required to notify Mrs Robyn Kephart in the Junior School office before 2:15pm. Should notification occur after this time the delivery of the change to students cannot be guaranteed.

Drama Productions

A number of high quality educationally approved productions are engaged by Hunter Valley Grammar School throughout the year. These productions are designed to compliment curriculum, cultural and pastoral experiences. Parents will be notified as to the nature of the productions via notes and the newsletter.
Rules & Expectations

A Community of Respect ‘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 people are encouraged to treat one another with kindness, honour and respect. In everything we do, we will:

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

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## Rights
- To be treated with dignity and respect.
- To feel secure in an environment free from negative actions from others and from harmful substances and objects.
- To study, work and pursue activities in pleasant, well-kept surroundings.
- To have belongings treated with care.
- To be communicated with clearly, politely and respectfully.
- To have viewpoints and contributions respected.

## Responsibilities
- To treat staff, students and visitors with consideration and respect.
- To respect the rights of others to work free of distractions.
- To move around the School in an appropriate manner.
- To display behaviours which, at the School and in public, bring credit to oneself and the School.
- To wear the School uniform correctly and with pride.
- Not to bring to School, substances which are harmful to health and items which have the potential to cause injury.
- Not to hurt or cause harm to others.
- To contribute my best efforts.
- To help keep classrooms tidy.
- To respect School grounds and property.
- To eat and drink outside classroom blocks, the library building, etc.
- To remain within School bounds.
- To dispose of litter in the bins provided.
- To not bring chewing gum to School.
- To respect the belongings of others.
- To understand that laptops, CD’s, MP3 players and calculators are the only form of personal electronic equipment to be used at school and mobile phones are to be switched off.
- To communicate with others clearly, politely and respectfully.
- To treat the viewpoints of others with respect.
- To respect the ethos of Hunter Valley Grammar School.

All students are required to respect the traditions and ethos of the School and its continued good name. A Student’s ongoing enrolment in the School may be placed at risk if a serious breach of student responsibility occurs. Examples of serious issues include bullying, use of alcohol or illegal drugs, smoking and theft.
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.” The comprehensive Harassment Policy is published in the school diary and is discussed during pastoral times.

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.
• 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 a student harasses some-one, one or more of the following may occur

• Discussion about the behaviour.
• Possible removal from the classroom/playground.
• Loss of privileges.
• Negotiation and the opportunity to offer apologies.
• Negotiation about appropriate behaviour and modeling of appropriate behaviour.
• Possible exclusion from the facilities/property you have misused for a period of time.
• Loss of student’s personal time (planning room).
• Discussion about the student’s behaviour with the Head of the School. Parents may be informed.
• Discussion about the student’s behaviour with the Principal.
• Possible suspension/expulsion.

Harassment will not be tolerated at Hunter Valley Grammar School
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.

1. 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.

2. 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.

3. 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 www without permission.
   - Invading the privacy of individuals.
   - Using the network for financial or commercial gain.
   - Vandalising data of another user, including the users of the School.
   - Use of unacceptable language.
   - Violation of copyright and plagiarism.
   - Monopolisation of Internet access terminal.
   - Any other inappropriate or improper use as deemed so by the IT Manager, Librarian or member of the Executive.
   - Utilising social media sites/emails for bullying.

4. Any malfunction or other problem should be reported immediately.

Note: Parents are reminded that the use of Instagram/Facebook are restricted to persons over 13 years of age, hence Junior School children should not be utilising these.
Uniform Dress & Appearance

At Hunter Valley Grammar School **Winter Uniform** is worn from **Mother’s Day till Father’s Day** and **Summer Uniform** is worn for the remainder of the year.

The School’s Uniform Code is an expectation that relies on parental support. The School relies on Parents/Guardians providing the correct uniform and monitoring their child’s uniform and grooming on a day to day basis.

**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:** 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 indoors.

**Consequence:** Students who are recognised at these venues by staff 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 mentor/Head of Stage 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:** 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 and when outside at School at all times, except during the period Mother’s Day to Father’s Day when the UV index is generally lower. For further information, see the Sun Safe policy for guidelines on wearing hats within the School grounds throughout the regular School day.

**Consequence:** As with blazers hats are an integral part of the School uniform and the same consequence will be applied.
Scarfes
The only scarf to be worn to school is the School scarf, purchased from 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 or pearl 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:** 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:** if jewellery is worn that contravenes 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:** 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.

**Consequence:** Boys who attend School with hair that needs cutting will be sent to the appropriate sub-School office for recording. The Head of Stage 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:** Girls 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 afterschool detention.

Make up
Girls are not permitted to wear makeup at School.

**Consequence:** Girls 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 afterschool detention.

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.

<table>
<thead>
<tr>
<th>GIRL STUDENT UNIFORM K-6</th>
<th>BOY STUDENT UNIFORM K-6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER</strong></td>
<td></td>
</tr>
<tr>
<td>• Maitland Tartan dress with white collar</td>
<td>• Open necked checked shirt</td>
</tr>
<tr>
<td>• White ankle socks</td>
<td>• Grey shorts</td>
</tr>
<tr>
<td>• Navy Jumper (must not be worn without blazer outside the school grounds)</td>
<td>• HVGS boys socks from uniform shop</td>
</tr>
<tr>
<td>• Teal Blazer (made to measure)</td>
<td>• Akubra Hat</td>
</tr>
<tr>
<td>• Black Leather PLAIN lace-up shoes (no punch hole decorations)</td>
<td>• Black Leather PLAIN lace up shoes (no punch hole decorations)</td>
</tr>
<tr>
<td>• School all season hat</td>
<td>• Teal Blazer (if warmth is required)</td>
</tr>
<tr>
<td>• Navy hair ribbons</td>
<td></td>
</tr>
<tr>
<td><strong>WINTER (K-6)</strong></td>
<td></td>
</tr>
<tr>
<td>• Maitland Tartan winter weight tunic</td>
<td>• White long or short sleeved Midford shirt button up at neck</td>
</tr>
<tr>
<td>• Long sleeve white Midford shirt</td>
<td>• Grey trousers, winter weight</td>
</tr>
<tr>
<td>• Navy Jumper (must <strong>not</strong> be worn without blazer outside the school grounds)</td>
<td>• Maitland tartan tie</td>
</tr>
<tr>
<td>• Teal Blazer (made to measure)</td>
<td>• Teal Blazer (made to measure)</td>
</tr>
<tr>
<td>• Navy stockings</td>
<td>• Trouser belt should only be black</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>• Tab tie - Maitland Tartan</td>
<td>• Akubra hat</td>
</tr>
<tr>
<td>• School all season hat</td>
<td>• Navy jumper (must <strong>not</strong> be worn with blazer outside the school grounds)</td>
</tr>
<tr>
<td></td>
<td>• Black Leather PLAIN lace up shoes (no punch hole decorations)</td>
</tr>
</tbody>
</table>
Compulsory Mode of Dress

(continued)

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<tr>
<th>GIRL STUDENT UNIFORM K-6</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>SPORTS UNIFORM SUMMER</strong></td>
<td><strong>SPORTS UNIFORM SUMMER</strong></td>
</tr>
<tr>
<td>• Navy collared shirt with school crest</td>
<td>• Navy collared shirt with School Crest</td>
</tr>
<tr>
<td>• House coloured shirts (worn only at school)</td>
<td>• House coloured shirt (worn only at school)</td>
</tr>
<tr>
<td>• Navy sport shorts</td>
<td>• Navy sport shorts</td>
</tr>
<tr>
<td>• White HVGS sport socks</td>
<td>• White sports socks</td>
</tr>
<tr>
<td>• Predominantly white low gym shoes</td>
<td>• Navy broad brimmed hat with school crest K-6</td>
</tr>
<tr>
<td>• Navy broad brimmed hat with school crest K-6</td>
<td>• Predominantly white low-cut gym shoes</td>
</tr>
<tr>
<td>• School sunglasses (optional)</td>
<td>• School sunglasses (optional)</td>
</tr>
</tbody>
</table>

**WINTER**

<table>
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<tr>
<th>GIRL STUDENT UNIFORM K-6</th>
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</tr>
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<td>• Navy collared shirt with school crest</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>• Predominantly white low-cut gym shoes</td>
<td>• Predominantly white low-cut gym shoes</td>
</tr>
<tr>
<td>• Navy broad brimmed hat with school crest K-6</td>
<td>• Navy broad brimmed hat with school crest K-6</td>
</tr>
<tr>
<td>• Navy Track Suit with School Crest (compulsory in winter)</td>
<td>• Navy Track Suit with School Crest (compulsory in winter)</td>
</tr>
<tr>
<td>NOTE: Additional Representative shirts may need to be purchased</td>
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</tr>
</tbody>
</table>

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General Information

**School Bags**

Each student must have:
- Approved navy back pack with School Crest
- Primary School Students must have a library bag

**Lost Property K-6**

Lost property with a name on it and left in the Junior School is logged in a register kept in Mrs Kephart’s office. All other unmarked lost property is kept in the cupboard in the Junior School entrance foyer. To help with identification of lost clothing/property, please ensure the child’s name is clearly marked on all items. Students may check with Mrs Kephart during the second half of lunch for any items they have lost. The lost property cupboard is kept locked at all times. Students who leave clothing in other areas of the school, such as the Cameron Centre should revisit these areas to search for their clothing.

**School Buses & Trains – Online Application**

How to apply for a School OPAL Card:

There are buses from Singleton, Rutherford, Cessnock, Kurri Kurri, the Lake Macquarie Area, Dora Creek, Toronto, Nelson’s Bay, Raymond Terrace, Medowie, Nelson Bay, East Maitland, Bolwarra, Paterson, Woodville and Victoria Street Station. Dungog students catch a train to Maitland Station where they are picked up by the appropriate school bus.

If a card is lost a new one must be obtained via online.

**Transport for NSW – Rural & Regional Frequently Asked Questions** – [click here](https://www.transport.nsw.gov.au/)

**Private Vehicle Subsidy**

This is a subsidy for parents who have to drive their children to the bus stop. Conditions apply. Refer to OPAL online above.

**Travelling on Public Transport**

Students travelling to and from school on public transport are subject to the same rules as at school. Any rules set down by the bus companies or rail authorities must be adhered to by all students. Any concerns re buses should be logged with Mrs Thompson.
Newcastle direct service to Hunter Valley Grammar School

Applications for these special passes may be obtained from the Main Administration Office. These are to be filled out and returned to the School for processing.

Change of Address
If you have a change of address the Main Administration Office should be notified as soon as possible in order for School records to be updated online. Please ensure change of phone numbers are notified immediately to the Main Administration Office.

Valuables at School
Students should not bring large sums of money or valuable items to school. Any items brought to school remain the responsibility of the student at all times.

Lost & Found Belongings
All lost and found belongings should be reported to or looked for at the Junior School Office or Main Administrative Office.

Confiscated Items & Belongings
Items that have been confiscated are named and kept secure for collection by parents or the students at the designated time.
Lost Diaries
Lost diaries should be reported immediately to the class teacher.

Location of Teachers or Classes Throughout the Day
All enquiries regarding location of classes throughout the school day should be directed to Mrs Kephart in the Junior School Office.

Use of Laptops at School
In the first instance the use of a laptop at school should be discussed with the Head of School who will consider the request and outline the process in more detail. Generally, private laptops are not used within the school environment.

Exceptional Reasons for Inability to Wear Full School Uniform
If for some exceptional reason students are unable to wear their complete school uniform a signed note from the parents or guardians should be recorded in the diary to be presented to the class teacher at roll call.

Mobile Phones
While appreciating that many parents wish their children to have phones for safety reasons there is no need for their use during school hours. If emergencies arise students and parents should contact each other through the Main Administration Office.

Mobile phones MUST NOT be switched on during lesson time and should remain in the student’s bag throughout the day. They remain the student’s responsibility at all times. Parents are reminded that the normal channel of communication with students is through the Main Administration Office.

Other electronic items such as electronic music devices must not be used during school hours. They are the responsibility of students at all times and should also remain in bags. Earphones are for personal use and should not be shared.

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.

The Fortnightly Newsletter
The Fortnightly Newsletter is automatically subscribed to the Primary Carer (Carer 1). If you also require Carer 2 (2nd Parent) to receive the Newsletter, please request by email to Mrs Susan Boyd (Communications Manager) at boyds@hvgs.nsw.edu.au.

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.
Hunter Valley Grammar School operates a “Cashless Canteen” to minimise the amount of cash handling by students at the School. Canteen orders for Junior School are placed online. Parents will need to setup a Parent Profile via the “My Student Account” link on the School Web page below.

http://www2.hvgs.nsw.edu.au/canteen.html

Please note: you will need to deposit funds into your ‘My Student Account’. Further information can be provided by the Accounts Department.

Please note that Kindergarten to Year 6 students are still able to use cash to purchase small items such as ice-blocks, potato crisps etc.

The Canteen is dependent upon voluntary helpers so parental assistance is required. If you are able to help please contact the canteen direct on 4931 0740.