

2023

Secondary Parent Handbook

Hume Anglican Grammar
Donnybrook Campus



Anglican Grammar
Hume

Aim High, Be Proud

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Welcome from the Assistant Principal – Donnybrook

Dear Secondary School Parents

Whether you have been a part of our community in previous years or you are new to Hume, we welcome you to the 2023 school year.

This booklet contains a summary of general information that we hope you will find useful as your child continues their learning journey at the Secondary campus of Hume Anglican Grammar School. Please do not hesitate to contact us at reception if you have any questions or concerns.

40 Eucalyptus Parade
Donnybrook
03 7019 2900
dbsecondary@humegrammar.vic.edu.au

We are absolutely delighted that your family is a part of our school community and look forward to working with you to achieve the very best for our students throughout the year.



Ms Rebecca Riley
Assistant Principal – Donnybrook

2023 Secondary School Key Dates

TERM ONE	
Term 1 Commences	Monday 30 January
Secondary School Swimming Carnival	Friday 24 February
Labour Day – Public Holiday	Monday 13 March
Last Day of Term 1	Thursday 6 April
Good Friday – Public Holiday	Friday 7 April
Easter Monday – Public Holiday	Monday 10 April
TERM TWO	
Student Free Day	Monday 24 April
ANZAC Day – Public Holiday	Tuesday 25 April
Term 2 Commences	Wednesday 26 April
King's Birthday – Public Holiday	Monday 12 June
Last Day of Term 2	Friday 23 June
TERM THREE	
Student Free Day	Monday 10 July
Term 3 Commences	Tuesday 11 July
Last Day of Term 3	Friday 8 September
TERM FOUR	
Student Free Day	Monday 2 October
Term 4 Commences	Tuesday 3 October
Student Free Day	Monday 6 November
Melbourne Cup – Public Holiday	Tuesday 7 November
Last Day of Term 4	Wednesday 6 December

School Structure

Senior Leadership Team

The Senior Leadership Team consists of the Principal, the Deputy Principal, Business Manager and four Assistant Principals (Primary at Mount Ridley, Donnybrook and Kalkallo, and Secondary at Mount Ridley). Other members of the SLT include the Director of Teaching and Learning and Director of Student Wellbeing.

Our Policies

Hume Anglican Grammar policies are available on our website under the 'About Us' tab and we encourage parents and families to download and read them at their convenience.

Our Mission

As an Anglican Diocesan school, we offer our local communities affordable, high quality, independent co-education, from Prep to Year 12, in a caring and inclusive Christian environment.

Our Vision

We wish to inspire in our students a love of learning and, through a rigorous and rounded educational experience, to provide them with the means to achieve a fulfilling life.

Our Values

We embrace the following core values:

1. **Christian** – an inclusive Christian community in the Anglican tradition built upon compassion and service to others.
2. **Excellence** – high standards in all that we do and individuals realising their full potential.
3. **Resilience** – a positive approach, founded upon realistic expectations and flexible actions that help us deal with the challenges of life.
4. **Respect** – principled and disciplined; we care for ourselves and value others.
5. **Integrity** – a community whose members are accountable, responsible and trustworthy.
6. **Safety** – care for the health and wellbeing of all members of our community.

Our Commitment to Child Safety

Hume Anglican Grammar is committed to zero tolerance of child abuse. In the spirit of the School's commitment to student wellbeing, the School strives to provide a supportive, caring and inspiring environment where all can thrive and be safe, at all times.

For more information about our commitment to child safety, please refer to the policy documents on our website under 'Our Community'.

Working with Children Check

The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

All adults engaged in child-related work at Hume Anglican Grammar, including contractors and volunteers, are required to hold a Working with Children Check and to provide evidence of this Check to the School. The school will maintain a Working with Children Register. Please apply for a Working with Children Check by going to this link: www.workingwithchildren.vic.gov.au/.

Communication with Hume Anglican Grammar

We encourage teachers, students, parents and carers to maintain open communication, and we provide a number of avenues to enable this, as outlined below.

Donnybrook School Office

Address: 40 Eucalyptus Parade Donnybrook 3064
Phone: 03 7019 2900
Email: dbsecondary@humegrammar.vic.edu.au

Staff Emails

All staff emails utilise the form: **<surname><first name initial>@humegrammar.vic.edu.au**.
For example, the email address for Ms Rebecca Riley is:
rileyr@humegrammar.vic.edu.au.

Key Secondary Staff

Mr Bill Sweeney
Principal

Ms Penelope Monger
Deputy Principal

Ms Rebecca Riley
Assistant Principal – Donnybrook

Mr Sam Butterfield
Director of Teaching and Learning

Ms Claire Thompson
Director of Student Wellbeing

Ms Ky Hinselwood
Head of Curriculum – Donnybrook

Mrs Jemmah Lambert
Donnybrook Receptionist

Mr Alex Romano
Year 7 Coordinator

Ms Laura Dascoli
Learning Enhancement Coordinator

Mr Jayden McKenzie
Co-Curricular Coordinator

Business Services Staff

Mr Kieran Mitchell
Business Manager

Mr Chris Pandya
Finance Manager and Fees information

Hume Anglican Grammar Website

Our school website hosts general information about the School, including policies, news and a calendar of events: www.humegrammar.vic.edu.au.

Parent Access Module (PAM)

PAM provides quick, easy and confidential access to your child's academic program and progress. This includes access to their timetable, as well as attendance and punctuality records, assessment results and school reports. We highly recommend you access PAM on a regular basis, via the school website: www.humegrammar.vic.edu.au/school-portals. (Note: only current parents can access this portal.)

Parent-Teacher Interviews

Parent-Teacher Interviews provide a vital opportunity for you to discuss your child's progress with each of their teachers. These interviews allow you to address any concerns or questions you may have. However, if at another time during the year you wish to speak to your child's teacher regarding any arising issues, you can contact them via their individual email to arrange a suitable time to call.

To enable as many parents as possible to access teachers and gain valuable feedback, all bookings for Parent-Teacher Interviews are done online via PAM.

Accessing PAM:

1. Go to the following website: <https://www.humegrammar.vic.edu.au/>
2. Scroll down to '**Quick Links**'
3. Click the '**School Portal**' menu on the left-hand side of the page
4. Click '**Parents: Click here to access our Parent Access Module**' for login page
5. Enter your **Username** and **Password** (if you have misplaced your username and password, please email studentinformation@humegrammar.vic.edu.au Note: please do not share your password details with your children.

Secondary School Bulletin

Each fortnight, the School Bulletin is sent to families of each campus group via email and provides important information regarding events and notices for the forthcoming fortnight. The content of the email will be provided in the body of the email and will not require the need to access additional links or attachments.

Student Reports

The school year is divided into two semesters and each semester has two terms. At the end of Term 1 and Term 3, all students are issued with a Progress Report. This is a general indication to parents of your child's progress, work habits and effort in class.

Parents are then provided with a full formal report with their child's results at mid-year and the end of year; that is, at the end of Terms 2 and 4, all students in Years 7 to 11 receive a comprehensive written report.

(Students in Year 12 only receive a comprehensive written report at the end of Semester 1 as the Year 12 Examinations serve as their final report.)

Parents and Friends Association (PFA)

The PFA is an active group of service-minded parents who volunteer their time to provide support to the School programs and raise money through special events throughout the year. Every year the PFA holds fundraising activities, with all funds being donated back into the School. The PFA aims to:

- Support the students, parents and wider school community.
- Identify the needs of students and facilities through discussions with the School Principal and Board.
- Generate fundraising activities and then allocate funds in consultation with the School.

We invite you to get involved with the PFA to strengthen the Hume Anglican Grammar community: www.humegrammar.vic.edu.au/community/pfa.

Daily Routine

Daily Timings

Activity	Time
Homeroom	8:45 – 8:55am
Period 1	9:00 – 10:00am
Period 2	10:05 – 11:05am
Recess	11:05 – 11:25am
Period 3	11:30 – 12:30pm
Period 4	12:35 – 1:35pm
Lunch	1:35 – 2:25pm
Period 5	2:30 – 3:30pm

Timetable

The School operates on a fortnightly timetable (10-day cycle). Each timetable is written in a simple code, indicating the year level, subject, teacher and classroom.

	Homeroom	Period 1	Period 2	Recess	Period 3	Period 4	Lunch	Period 5
Day 1	07HRMA TRH (9.1)	07HUMA TRH (9.1)	07ENGA MEH (9.1)		07AMAA ACC (9.1)	07SCIA SLJ (7.2)		07HPEA GEC (9.1)
Day 2	07HRMA TRH (9.1)	07VIAA SAL (8.2)	07AMAA ACC (9.1)		07HUMA TRH (9.1)	07HPEA GEC (9.1)		07ENGA MEH (9.1)
Day 3	07HRMA TRH (9.1)	07ENGA MEH (9.1)	07TECA ANM (8.5)		07SCIA SLJ (7.2)	07LOTA LAV (9.1)		07AMAA ACC (9.1)
Day 4	07HRMA TRH (9.1)	07ENGA MEH (9.1)	07TECA ANM (T1)		07HUMA TRH (9.1)	07SCIA SLJ (7.2)		07LOTA LAV (9.1)
Day 5	07HRMA TRH (9.1)	07ASSA TRH (CGA)	07RAVA CAY (9.1)		07SCIA SLJ (7.2)	07HUMA TRH (9.1)		07AMAA ACC (9.1)
Day 6	07HRMA TRH (9.1)	07TECA ANM (T1)	07HUMA TRH (9.1)		07HPEA GEC (9.1)	07AMAA ACC (9.1)		07ENGA MEH (9.1)
Day 7	07HRMA TRH (9.1)	07SCIA SLJ (7.2)	07ENGA MEH (9.1)		07RAVA CAY (9.1)	07AMAA ACC (9.1)		07HUMA TRH (9.1)
Day 8	07HRMA TRH (9.1)	07CHAA TRH (CGA)	07HPEA GEC (9.1)		07SCIA SLJ (7.2)	07ENGA MEH (9.1)		07AMAA ACC (9.1)
Day 9	07HRMA TRH (9.1)	07ENGA MEH (9.1)	07VIAA SAL (8.2)		07LOTA LAV (9.1)	07HUMA TRH (9.1)		07SCIA SLJ (7.2)
Day 10	07HRMA TRH (9.1)	07AMAA ACC (9.1)	07HUMA TRH (9.1)		07VIAA SAL (8.2)	07SCIA SLJ (7.2)		07LOTA LAV (9.1)

Subject Codes

Class Code	Class Description
07ASSA	Year 7 – Assembly
07CHAA	Year 7 – Chapel
07ENGA	Year 7 – English
07HRMA	Year 7 – Homeroom
07HUMA	Year 7 – Humanities
07LOTA	Year 7 – Italian
07AMAA	Year 7 – Mathematics Advanced
07RAVA	Year 7 – Religious and Values Education
07SCIA	Year 7 – Science
07VIAA	Year 7 – Visual Arts
07HPEA	Year 7 – Health and Physical Education

Student Organisation

Combination Locks

Each student is assigned a locker to house their computer, books and other personal belongings. Additionally, students receive a combination lock for their locker. In the event that the lock is damaged, stolen or misplaced, a fee of \$15.00 will need to be paid for a replacement lock to be issued. Students should always ensure their belongings are kept safe by consistently locking their locker.

ID Cards

All new students receive a Student ID card. The card is used when borrowing from the library and for school examinations. Students should keep the card in a safe place. In the unlikely event that the Student ID card is misplaced or lost, a fee of \$10 will need to be paid for a replacement card to be issued.

Diaries

Each student is expected to use a digital means such as the Canvas Calendars on their BYOD to record any necessary information regarding homework, or messages from teachers. This will assist in the development of responsibility and organisational skills, as well as self-discipline and good study habits. Parents are encouraged to record any concerns or messages in the diary, to be passed on to teachers.

Lost Property

Please clearly and permanently label all items of clothing and other items that belong to your child. Sometimes tracing ownership in the Secondary School can be an impossible task if clothing, lunch boxes, drink bottles or other items are not clearly named. If your child does misplace an item of clothing or something else, there are Lost Property Boxes at Reception. Any items not collected by the end of term are discarded or re-purposed.

Lunch Orders

Lunch Mums is in operation at the Donnybrook Campus on Mondays, Wednesdays and Fridays. All orders need to be finalised prior to 8:00am via the app.

Mobile Phone Use

Mobile telephones are excellent communication tools and many of our students own one. Students are encouraged to place them in their locker for the duration of the school day.

Additionally, phone calls to or from your child during the day are not appropriate. If your child is sick, they need to report to the First Aid Officer and, if necessary, you will be called to come and collect them. This is in accordance with the School's duty of care for your child. If you need to contact your child during school hours, please call Reception. If students need to return your call, they are able to do so from Reception.

School Uniform

At Hume Anglican Grammar, students are required to wear a uniform that reflects the values of the School. A properly worn uniform:

- Enhances the School image and student pride in the School;
- Is an indicator of a positive school tone;
- Is a means of student identification within the School community;
- Provides a strong representation of the School at inter-school and broader community events;
- Allows the wider community to identify our students;
- Diminishes clothing costs, fashion competitiveness and superficial individual differences;
- Provides one avenue through which students may learn respect for parental and teacher authority in our community.

Uniform Policy

Parents and carers must ensure that students are correctly attired, at all times, in accordance with the School's Uniform Policy:

www.humegrammar.vic.edu.au/about-us/policies-publication.

Blazers

The blazer is a formal item of uniform that students are required to wear. Students are to wear blazers to all Assemblies and Chapel services every Thursday.

Summer and Winter Uniform

Summer uniform is worn in Terms 1 and 4. Winter uniform is worn in Terms 2 and 3.

Sports Uniform

The sports uniform is used in practical Physical Education classes and when students are engaged in other sporting activities. It is especially important that it be worn completely and correctly in presenting our image at external events.

Uniform Provider

Noone Imagewear Craigieburn
Craigieburn Junction - Shop A2-E, 420-440 Craigieburn Rd, Craigieburn 3064
Phone: 7300 6113

www.noone.com.au/shop

Second-hand Uniforms

Second-hand uniforms may be available for purchase via the Hume Grammar Book and Uniform Trading Facebook page. The closed group page is available to the Hume Anglican Grammar community. To see what is available, click on the link below and request to join the group: www.facebook.com/groups/176242869987611/.

Transport

Getting to and from the School

The safety of our students is paramount. Every parent is expected to work in partnership with the School to ensure the welfare of all members of our community. Our 'Traffic Safety Rules' booklet clearly outlines the rules for all vehicles using the roads and carpark both within the School's grounds and immediately outside the campus gates, including pedestrians, drivers and passengers. We ask you to take the time to read the 'Traffic Safety Rules' booklet, which is available on the School's website:

www.humegrammar.vic.edu.au/about-us/policies-publication.

Public Transport Victoria (PTV) Bus Service

PTV bus services run in the morning and afternoon, including Route 511 which runs through Olivine Estate. Details about all routes are available from: www.ptv.vic.gov.au.

Private Bus Service

The School, in conjunction with Sunbury Coaches, operates extensive bus routes across the North of Melbourne. For more information, go to: www.humegrammar.vic.edu.au/enrolment/transport.

If you wish to speak with the Bus Coordinator, please contact reception on 8339 6900 or email: buses@humegrammar.vic.edu.au.

Attendance and Absence

Regular school attendance is vital to student academic success, and it is therefore compulsory for all students enrolled at Hume Anglican Grammar.

Late Arrival or Early Departure

If a student arrives late to school, they are required to sign in at Reception and provide a note explaining their lateness. If a child needs to leave school early, parents must email Reception on dbsecondary@humegrammar.vic.edu.au explaining the reason for early dismissal. When leaving early, the student must excuse themselves from class and arrive promptly at Reception to sign out, before meeting their parent in the car park. It is not the responsibility of the Receptionist to find students who have appointments.

Student Absence

If a child will be absent from school, the onus is on parents to inform the School in the morning, prior to 8:45am, using the **PAM portal**. See instructions for how to use PAM on page 8 of this document. Absence notifications can also be made via email on absentdb@humegrammar.vic.edu.au

When a child is absent, an SMS absence advice message is sent to all parents who have not notified the School prior to 9:30am on the day of the absence. If a student is going to be absent from school for a substantially long time, parents are required to send formal written notification via email to both the child's Homeroom teacher and the Absence Email address, so that our attendance rolls can be adjusted. If a student is absent from school for prolonged periods due to illness or other special circumstances, we ask that you provide a Medical Certificate or any other relevant documentation supporting the student's absence.

Holidays during Term Time

Extended leave is considered to be taken at the discretion of the family and the school is limited in its ability to support students who are traveling overseas during term time. The timetabled learning program and assessment schedule will proceed throughout the student's absence and teachers are not in a position to provide work, make arrangements to allow students to meet assessment requirements or catch up on missed work.

Teaching and Learning

Academic Program

At Hume, we offer a broad, values-centred curriculum that is compliant with the Australian Curriculum Assessment and Reporting Authority (ACARA) and the Victorian Certificate of Education (VCE).

Digital literacy and competence in the use of various technologies, as well as a strong grounding in literacy and numeracy, are integral components of student learning. Hume Anglican Grammar has a group of dedicated and expert teachers who practise their craft with skill and build strong relationships with their students. The Head of Teaching and Learning, six Heads of Faculty and two Subject Coordinators have responsibility for leading their curriculum teams, with a focus upon continuous improvement and keeping abreast of the latest educational developments.

Students are offered an environment where they can achieve academic excellence and grow as individuals. As an Anglican School we are bound by strong values and have high expectations of our staff and students.

Each student is cherished for their own individual strengths so they may be nurtured to prosper and flourish. At the heart of the purpose of Hume Anglican Grammar is a commitment to developing lifelong learners and every student is encouraged and supported to discover and fulfil their unique potential – whether it be academic, sporting or artistic.

Assessments

Students complete a number of assessments during the course of the year in each subject. Summative assessments (those conducted at the end of a learning unit, the results of which are reported), are set at least one week prior to the due date, and students access both the assessments and their results on our learning management system, SIMON. Parents can see their child's progress and results via PAM. As part of the academic program, all students in Years 7 to 11 are formally assessed with examinations at the end of each semester.

Canvas

While SIMON is the primary online vehicle for reporting to parents, Canvas is the new Learning Management System (LMS) which acts as an online classroom. Canvas hosts a Course page for every subject taught in Secondary, through which staff interact with their classes, publish class notices, upload resources, and mark work and deliver feedback online. Students use Canvas to access course materials and upload compulsory assessments and practice work.

As partners with the School in their children's learning, parents have access to Canvas via Canvas Parent. This portal gives parents and guardians an observer role, whereby they can engage in their children's education, in order to:

- Review upcoming or past assignments for their child
- Receive alerts for student activity
- View the ongoing teacher feedback for their child in order to progress their learning
- View a calendar of due assignments and school Canvas events
- Communicate with their child's teacher

Information and instructions for Parent Canvas have been sent to all Secondary parents from Mr Andrew McCaskill, Head of Learning Management System Development. If you have not received this communication, contact mccaskilla@humegrammar.vic.edu.au

Homework

Homework is an important component of a student's education at Hume Anglican Grammar. It serves to reinforce classroom learning and aims to establish strong study habits and self-motivated, independent learning. Regular homework is expected to be completed by each student and is considered an integral part of their academic program.

We strongly encourage parents to be involved in their child's study at home as much as possible, as a means of developing a better understanding of their education and learning and assisting them to become independent learners.

Rules for completing and submitting work

As part of the School's culture of learning and high expectations, students are expected to abide by the Submission of Work Practices Policy, which outlines rules and procedures for the timely, punctual and satisfactory submission of required homework and/or assessments. This policy also makes clear the sanctions in place should students not abide by expectations. At the beginning of each school year, Homeroom teachers ensure all students are familiar with the policy, a copy of which is available under 'Student Links' on the SIMON front page.

Booklists

All secondary booklists are made available online with the links and all other information provided on PAM. Books may be purchased directly from Box of Books, www.boxofbooks.com.au If you are new to the School, email the Head of Teaching and Learning to obtain the introductory letter to Box of Books, with instructions on how to order online.

Second-hand Books

Second-hand books may be available for purchase via the Hume Grammar Book and Uniform Trading Facebook page. This closed group page is available to the Hume Anglican Grammar community. To see what is available, click on the link below and request to join the group: www.facebook.com/groups/176242869987611/.

Student Wellbeing

Student wellbeing is critical to student academic achievement. We know that students learn best when they are physically, emotionally and spiritually well. Therefore, at Hume, we place great emphasis on our pastoral programs to ensure that students are nurtured and cared for in a safe and supportive environment. At the same time, students are also encouraged to take responsibility for their own wellbeing; our wellbeing programs and pastoral care structures support students as they learn strategies for self-awareness, self-care, and self-management.

Homeroom

All students at Hume Anglican Grammar gather with their Homeroom for 10 minutes each morning, and for an extended period (45 minutes) every week. The purpose of the Homeroom is to allow students to not only develop relationships with their peers, but also with their Homeroom teacher who becomes their first access point if an issue arises. Similarly, parents are encouraged to get in touch with your child's Homeroom teacher if they have any questions or concerns relating to their child's experience at Hume. During the extended Homeroom period each week the wellbeing program is delivered, where students undertake personal development activities appropriate to their age.

Year Level Coordinators

Critical to the pastoral care structure of Hume Anglican Grammar, the Year Level Coordinators have responsibility for coordinating classroom and Homeroom teachers in the delivery of the wellbeing programs. In addition, they oversee the general welfare of particular year levels, providing individual support to students, class teachers and the Heads of Learning.

School Psychology Services

Hume Anglican Grammar employs an Educational Psychologist and School Counsellor to help support students across the School community. Our Psychology Services are able to provide support for students when they are experiencing personal difficulties that impact upon their overall wellbeing.

Chapel and Assembly

Chapel and Assembly are important parts of the School, each occurring fortnightly and each developing a sense of community and belonging. Our chapel services seek to teach students about, and instil in them, values based on the Christian tradition. Assemblies allow the whole student body to share and celebrate student achievements, teaching and learning, activities and events.

Camps and Excursions

Students are expected to participate in camps and excursions. The School's camp program aligns with our wellbeing program, where camps are focused on each year of students' development.

Camp and excursion costs are included in the total fees and levies, with the exception of a Year 10 Outdoor Education Camp. (As this subject is an elective and includes one extended camp and other outdoor activities, all students who study this subject pay a levy for the semester.)

Health Matters

First Aid

Students who become ill or injured at school are sent to the First Aid Room for medical attention. Every effort is made by staff to aid and encourage recovery; however, when further medical care is required, parents or emergency contacts will be notified and asked to collect the child. In the case of a more serious incident, staff will not hesitate to contact an ambulance to assist a child when necessary. We strongly encourage all parents and carers to have ambulance cover for this reason.

Opening Hours: 8:15am – 3:45pm

Email: dbhealth@humegrammar.vic.edu.au Phone: 7019 2900

Illness

It is the School's expectation that students be kept home if they are ill. Resting promotes recovery and prevents diseases from spreading. If your child has an infectious disease, we ask that they be excluded from school until advised by a doctor, and that you inform the School of their condition.

Allergies

Students with an allergy are required to provide the School with medication and an ASCIA Action Plan for Allergic Reactions, which should be issued during the enrolment process. This form is supplied by your child's doctor and must be updated to ensure appropriate steps are taken in the case of an emergency. If any medication is to be administered to your child, having an Action Plan on file gives the School authority to do so. It is the responsibility of parents or carers to inform the School if any conditions change.

Although Hume Anglican Grammar does not enforce the 'no nut' policy, we do encourage students to avoid bringing products to school that contain nuts (for example, peanut butter or Nutella). The promotion of a 'nut free' environment is more practical than the total exclusion of these foods and is put into place to protect the safety of the students and staff who suffer from severe allergies. We urge you to remind your children not to share their food with other students.

Anaphylaxis

Parents of anaphylactic students are required to supply the School with an updated ASCIA Individual Anaphylaxis Plan. Epipens or any other form of medication needed must also be provided. Individual Epipens as well as school backups are easily accessible in the First Aid Room. The School must be informed if a student is required to personally carry their Epipen.

All staff undergo annual training to ensure they are adequately fit to assist a student experiencing an anaphylactic reaction.

Asthma

Students who suffer asthma must provide the school with an Asthma Action Plan as well as asthma medication. When planning excursions or sporting events, this Action Plan will be consulted by teachers in conjunction with the Standard Excursion Program – Annual Consent Form. However, when a child goes on a camp, an interstate trip, an Outdoor Education activity or excursion that occurs out of school hours, parents must complete an Action Plan on each relevant occasion.

If a student suffers an asthma attack whilst at school and has no Action Plan on file, Hume Anglican Grammar will follow the Asthma Foundation Policy for Schools. If no specific and signed instructions are available, the instructions are unclear, or the student does not have an Asthma Action Plan, staff are authorised to begin the first aid procedure immediately, based on the Asthma Foundation (and as authorised by the Department of Education and Early Childhood Development).

Forms relating to allergies, anaphylaxis and asthma are available on PAM:
pam.humegrammar.vic.edu.au.

Immunisations

A copy of each student's immunisation status is required during the enrolment process and must be issued before the commencement of school. In the case where a child has not received immunisations, the School requires a copy of an approved letter from the child's doctor stating the reasons why.

The Hume City Council provides a free, school-based immunisation program for all Years 7– 10 students. All immunisations offered are in accordance with the National Immunisation Program.

Medication

The School does not have a supply of medications for students. If your child has a known medical condition or is feeling unwell, please send them to school with the appropriate medication. If your child is unwell and does not have medication at school, parents will be called and asked to either bring medication to the School or to collect the child. In the case of a more serious incident, staff will not hesitate to contact an ambulance to assist a child when necessary.

When bringing medication to keep at the School, a medication form needs to be completed. The medication forms are available on PAM and from the First Aid Room. There are three different forms available:

- Non-prescription medications
- Prescription medications
- Self-administered non-prescription medications

If you would like to keep your child's medication in the First Aid room, you will need to complete the non-prescription or prescription medication form and return it along with the labelled medication in the original packaging (including expiry date) to the First Aid Room. If you are happy for your child to keep their medication with them, a self-administration form needs to be completed (non-prescription medications only). Students must keep their medications in a secure location and are not permitted to give this medication to any other student.

Co-Curricular Program

Hume Anglican Grammar firmly believes in the importance of offering a broad co-curricular program. Participation in co-curricular activities, such as sporting, artistic, social justice or other endeavours, is shown to have a hugely positive impact on students. Not only do co-curricular activities allow students to pursue and strengthen their passions, they also meet other students outside their peer group, develop connections, and thus experience a greater sense of belonging to the school community. Additionally, co-curricular participation often develops important skills such as time management, team spirit and commitment, while at the same time providing opportunities for students to experience stress relief and allowing them to excel.

House System

An integral part of our School's pastoral system and a key vehicle for the delivery of sporting, cultural and performance challenges, the House system consists of four Houses arranged in a vertical structure that means Prep through to Year 12 have meaningful connections in their House groups. All students compete in a number of pursuits and the spirit engendered by these events creates a strong sense of connection and community.

House Colours



Craigie



Ridley



Orlig



Summerhill

Co-Curricular Activities

Students are encouraged to become involved in co-curricular activities, as a key part of their educational experience. Activities available to students include:

- Aged Care Community Service Project
- Visual Arts Open House
- Music bands and ensembles
- Drama Club
- Duke of Edinburgh
- Basketball
- Soccer
- Cricket
- Public Speaking
- Aim High Club
- Robotics Club
- Dance Group
- Debating
- Chess
- Volleyball
- AFL
- Netball

Music Program

If you would like your child to play a musical instrument, please fill in a form from the website and nominate the instrument your child would like to learn. Lessons are for 30 minutes each week for all year levels. Times rotate from week to week. Students are encouraged to buy or hire their instrument if they do not already own one; however, we do offer hire on some instruments.

Please contact the music department via Mr. Mike Smith for further information:

instrumental@humegrammar.vic.edu.au.

Enrolment Matters

Terms and Conditions of Enrolment

The Enrolment Application and Acceptance constitutes a binding contract between the School and parents. School fee policies, due dates and payment arrangements must be adhered to. It is the responsibility of parents to ensure the Mandatory School Fee Payment Agreement form is submitted and the agreed payment terms honoured. If families experience temporary fee payment difficulties, you must contact our Accounts Receivable Assistant on 03 8339 6957 or via fees@humegrammar.vic.edu.au prior to the due date. The School reserves the right to withdraw an enrolment where more than one term's fees become outstanding.

Family Records and Financial Information

In order to keep accurate and up-to-date family records, we ask that you please notify Student Information for any change of details particularly regarding VISA Status, Court orders, medical information including updated Action Plans and student Emergency Contact information. Please email studentinformation@humegrammar.vic.edu.au

Withdrawal Notice

The School requires a minimum of one full term's written notice before a student is withdrawn from tuition (including at the end of a school year), otherwise a term's fees will be charged in lieu. If a student leaves during a term, no refund will be made for the remainder of the term or the next. Written notice can be made to the Admissions Manager, Mr Matthew Luczek via email to studentinformation@humegrammar.vic.edu.au and withdrawal is officially determined by the submission of the Schools Student Exit Form.

Enrolments Team

The Enrolments Team handles all enquiries regarding enrolments by telephone, email or in person. The Enrolments Team also looks after enquiries regarding Open Day & Discovery Tour events which provide families with a valuable opportunity to meet our School Principal Mr Bill Sweeney, chat with staff and students, explore our facilities and experience Hume Anglican Grammar first-hand. If you are interested in registering for an upcoming Open Day or Discovery Tour, please view our website www.humegrammar.vic.edu.au.

Phone: 03 8339 6900

Email: enrolments@humegrammar.vic.edu.au

Donnybrook Campus Map



Reception Office Hours: 8:00am-4:00pm (During Term Times)

Phone: 03 7019 2900

Email: dbsecondary@humegrammar.vic.edu.au

NOTE: This information is subject to change. Hume Anglican Grammar reserves the right to alter the content of this publication at any time. Every effort has been made to ensure the accuracy of the information contained within this publication however, it is subject to alteration without notice.