

# 2025 Primary Parent Handbook

Hume Anglican Grammar  
Donnybrook Campus

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Anglican Grammar  
**Hume**

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**Aim High, Be Proud**

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## Welcome from the Head of Primary

Hume Anglican Grammar is closely linked to the Anglican Parish of Hume.

Our school believes in encouraging and developing Christian and community values within our students. We believe in equipping our students with skills and knowledge to assist them to develop wisdom and to become fulfilled and productive members of the community, who live lives of service to others, the wider community and the environment.

The school will ensure that all its educational programs are widely accessible and that parents, the community and the local and wider Anglican Church enjoy active roles in the ongoing life of the school.

Hume Anglican Grammar seeks to provide excellence in education, encouraging high academic standards and the development of individual potential in a vibrant and caring Christian environment.

Hume Anglican Grammar fosters spiritual, intellectual, physical and social development in each student through:

- providing safe and positive learning, in a caring and nurturing environment for students, staff and members of the school community;
- developing an innovative and challenging curriculum that meets the diverse needs of students, delivered by highly motivated and effective teachers who draw upon a wide range of recognised methodologies and teaching practices;
- encouraging the students, staff and school community to respect and accept others inclusive of ability, culture and beliefs;
- equipping students with the ability to develop a positive sense of self-worth and encouraging creative thinking, leadership and personal responsibility;
- stimulating and nurturing the students' intellectual curiosity and capacity to think logically and creatively in problem solving situations, and to work collaboratively with others;
- expecting students to demonstrate the highest standards of courtesy, dress and behaviour.



Ms Rebecca Fry  
**Head of Primary (Donnybrook)**

## 2025 Primary School Key Dates

<b>TERM ONE</b>	
Term 1 Commences Years 1 - 6	Monday, 3 February
Term 1 Commences for Prep	Thursday, 6 February
Labour Day Public Holiday	Monday, 10 March
Term 1 Concludes	Friday, 4 April
Good Friday Public Holiday	Friday, 18 April
Easter Monday Public Holiday	Monday, 21 April
<b>TERM TWO</b>	
Student Free Day	Tuesday, 22 April
Term 2 Commences	Wednesday, 23 April
ANZAC Day Public Holiday	Friday, 25 April
King's Birthday Public Holiday	Monday, 9 June
Term 2 Concludes	Friday, 4 July
<b>TERM THREE</b>	
Student Free Day	Monday, 21 July
Term 3 Commences	Tuesday, 22 July
Term 3 Concludes	Friday, 12 September
<b>TERM FOUR</b>	
Student Free Day	Monday, 6 October
Term 4 Commences	Tuesday, 7 October
Student Free Day	Monday, 3 November
Melbourne Cup Public Holiday	Tuesday, 4 November
Term 4 Concludes - Students	Wednesday, 10 December

## School Structure

### School Leadership Team

The School Leadership Team consists of the Principal, Deputy Principal, Business Manager, the Head of Campus - Freier, Head of Campus – Donnybrook, Head of Campus – Kalkallo, Director of Teaching and Learning, Director of Student Wellbeing and Director of Human Resources.

### Our Policies

Hume Anglican Grammar policies are available on our website under 'About Us' and we encourage parents and families to read them at your 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 want 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 'Policies and Publications'.

### Mandatory Reporting

All teachers and the First Aid Officers are mandated to report if they believe that a child has been mistreated by an adult or an allegation of a form of abuse is disclosed to them.

Mandatory Reporting training is an annual requirement of all teachers and First Aid Officers at the School.

## 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/](http://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.

### Primary Reception

Address: 40 Eucalyptus Parade, Donnybrook 3064  
Phone: 03 7019 2900  
Email: [dbprimary@humegrammar.vic.edu.au](mailto:dbprimary@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 Fry is: [fryr@humegrammar.vic.edu.au](mailto:fryr@humegrammar.vic.edu.au)

<b>Key Primary Staff</b>	<b>Business Services Staff</b>
Mr Bill Sweeney Principal	Mr Kieran Mitchell Business Manager
Ms Penelope Monger Deputy Principal	Mr Chris Pandya Finance Manager and Fees information
Ms Helen Lucas Head of Campus - Donnybrook	Mrs Libby Hasler Director of Human Resources
Mr Sam Butterfield Director of Teaching and Learning	Ms Katherine Czarnecki Admissions Manager
Ms Rebecca Fry Head of Primary - Donnybrook	Ms Wendy Rowe Governance, Risk and Compliance Manager
Ms Naomi White Director of Student Wellbeing	Ms Michelle Mead Risk and Compliance Coordinator
Mrs Debra Molloy Head of Teaching and Learning - Primary	
Ms Laura Dascoli Learning Enhancement Coordinator	
Ms Melissa Beckett Head of Student Wellbeing – P-2	
Ms Belinda McLaughlin Assistant Head of Student Wellbeing – P-2	
Ms Joanne Ellis Head of Student Wellbeing – 3-6	
Mrs Theresa Prior Assistant Head of Student Wellbeing – 3-6	
Mrs Amanda Schuch Head of Curriculum P-2	
Mr Richard Giarrusso Head of Curriculum 3-6	
Mr Jack Lord Co-Curricular Coordinator	

## Primary School Teachers

### Home Room Teachers:

Prep:	Belinda McLaughlin, Joanne Lanagan, Jozlyn Herd
Year One:	Giulia Constanza, Caitlin Angelino, Jennifer Allen
Year Two:	Jayden McKenzie, Janine Hoffman, Lisa Haber / Hannah Galea
Year Three:	Theresa Prior, Kirshena Peck, Holly Wilson
Year Four:	Emma Paull, Vanessa Stella, Jennifer Lazarus
Year Five:	Renz Pajar / Callum Gestautas, Michele Suri, Joanna Hancock
Year Six:	Chanelle Houston, Tanya Osborne, Jack Lord

### Specialist teachers:

Italian:	Danielle Mazzarino
Performing Arts:	Eugene Lazarus / Helen Hatzikalas
Visual Arts:	Simon Davidson / Melissa Beckett
PE:	Chanelle Houston / Jack Lord / Deb Molloy
RAVE:	Eugene Lazarus / Joanne Ellis
STEM:	Richard Giarrusso

### Procedures for Contacting Teachers

An open communication between parents and staff is encouraged enabling everyone to work together towards benefitting the students' academic and social/emotional development. The best ways to ensure open communication is maintained is through the following:

- Meetings with your child's teacher can be arranged by request via email.
- Emailing (please allow for a 24 - 48-hour response time for returning correspondence)

Please do not arrive expecting that the teacher will be able to speak or meet with you immediately. In the mornings, teachers are busy preparing for the day and often have scheduled meetings directly after school. Your child's homeroom teacher is the person who knows them best while at school. They must be the first point of contact for any communication. If further support is required, please contact your child's Head of Student Wellbeing P-2 or 3-6 or the Head of Primary Curriculum.



## Sentral for Parents

Sentral provides quick, easy and confidential access to your child's academic program and progress. This includes access to their timetable, attendance records, all relevant school notifications and school reports, as well as act as a secure payment gateway for school related fees. We highly recommend you access Sentral on a regular basis, Hume Anglican Grammar will provide you with all the details you will require to set up and login into your account prior to the commencement of your child. Once your account has been established, you can monitor your Sentral Dashboard regularly via: <https://humegrammar.sentral.school>

Please note: each parent will have their own individual access key to log in to Sentral. **Do not share this with your child, this is confidential to parents only.**

## 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](http://www.humegrammar.vic.edu.au)

## 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. 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 Sentral.

Please note that we are not able to allocate a time with each teacher for every parent. Parent-teacher interview bookings operate on a first come first served bases. We encourage parents to select the desired teachers and book promptly to avoid disappointment. Should you miss the opportunity to speak with a selected teacher you will have another opportunity later in the year. As mentioned, you can reach out to individual teachers at any time if you have concern.

Accessing Sentral:

1. Parents will receive notification from the school on how to set up and login to their individual Parent Portal prior to the commencement of their child. Each parent will be provided an individual access key.
2. Once registered, you can Enter your **Username or Email** and **Password** via the Portal Login: ([Sentral.School](#)) . If you are unsure of your password, please select the 'Forgot password' option on your Log In screen and follow the prompts.

*Note: please do not share your password details with your children.*

Parents also have the option to use the '**Sentral for Parents**' App which is available via the Apple App Store or via Google Play.

3. Click on the 'Interviews' Tile on the App or go to 'Parent Interviews' on the left sidebar of your Portal Home Page, here you will be able to book and edit appointments during registration times.

Further information on Parent-Teacher Interviews will be provided during interview periods.

## **Sentral Notifications**

Information on any upcoming school events, activities or general notifications will be communicated to you via Sentral Newsfeed. We highly recommend that you access Sentral on a regular basis to ensure that you are up to date on all that is happening at our school.

## **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.

## **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](http://www.humegrammar.vic.edu.au/community/pfa).

## **Volunteers**

We look forward and encourage volunteers to be involved at school. If you are willing to spend some time in the classrooms to assist teachers, or in other parts of the school community please inform your child's homeroom teacher. When working in the classroom, all information about students should be kept private and confidential. All volunteers are required to attend compulsory sessions on how to help in the classroom. Volunteer Guidelines will be given via a link to all volunteers prior to helping in the classrooms. Volunteers must complete this online induction including providing Working with Children Check details and abide by the guidelines stated.

When volunteering for off school site activities such as excursions or camps, a WWCC will also be required. By volunteering for these types of activities you are indicating a willingness to actively participate and help in all components of the activities as required and directed by the teacher in charge.

Volunteers are required to have attended a Volunteers Session, completed the online induction including providing a current working with children's check and sign in at reception every time they volunteer. A name badge must be worn at all times.

Adult to student ratios are implemented for excursions and camps to ensure appropriate and effective levels of supervision. Excursion planning takes into account the age of the students, size of the group, nature and location of the excursion, activities to be undertaken and any other relevant factors.

## 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 – 3:20pm

## General Information

### Expectations of Student Behaviour

In order to ensure that everyone's rights and responsibilities are met, we have high expectations of the behaviours of all students. Appropriate and superior behaviours are expected in school and during excursions, camps, interschool competitions and interactions with the broader community outside the school. It is not possible to list "rules" to cover every classroom and playground situation for each and every child. It is important, therefore, to foster self-discipline and self-control, where members of the Primary school community realise their actions have consequences and they are to be accountable for their own behaviour.

Staff will work with students to develop realistic guidelines for appropriate behaviour. We also have personal development programs to equip and develop within children, attitudes and values such as confidence, persistence, organisation, getting along with others and resilience. These attitudes and values are the foundation for academic achievement, sound interpersonal relationships and overall healthy psychological living, as well as the successful transition from school to adult life. Children are encouraged to contribute to their own learning and social development and will work with class teachers in the development of an essential agreement.

### Lost Property

Please clearly and permanently label all items of clothing and other items that belong to your child - tracing ownership in the Primary School can be difficult if clothing, lunch boxes, drink bottles or other items are not clearly named. If your child does misplace an item of clothing or any other personal belongings, you are welcome to check lost property located at Reception. Any items not collected by the end of term are discarded or re-purposed.

## **Primary School Bulletin**

Each fortnight, the School Bulletin is sent to families of each campus group and provides important information regarding events and notices for the forthcoming fortnight.

## **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 instill 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.

- Primary Assemblies are held on Thursdays (Day 4) from 9:00am – 9:30am.
- Primary Chapels are held on Thursdays (Day 10) from 9:00am – 9:30am.

## **Lunch Orders**

Lunch Mums provide optional lunch orders on Mondays, Wednesdays and Fridays. Information on how to order lunch orders via [www.myschoolconnect.com.au](http://www.myschoolconnect.com.au) is sent to families at the beginning of each year and is available at Reception.

## **Sharing Food and Birthday Celebrations**

We welcome the celebration of your child's birthday in the classroom. As is the case in many other schools, we have an increasing number of students who have severe food allergies and also many families with food requirements of a religious and/or cultural nature. In order to best care for our students and in line with many Victorian schools, the Primary school has adopted a 'No Food Sharing' rule. This means that children will not be able to share food at school.

When children celebrate a birthday, students will receive a Cadbury Freddo Frog. Please do not supply presents, cakes or cupcakes. If you plan a party at home, any invitations may be handed to the class teacher and they will be placed discretely into the children's communication folders. Do not feel obliged to invite the whole class. In accordance with our 'Nut policy', food items with nuts are not to be brought to or used in the school premises. Please ensure that foods that may contain nuts, such as peanut butter, muesli bars, Nutella etc. do not come to school. We appreciate your cooperation in assisting our staff to provide the very best level of care for all our children.

## **Mobile Phone Use / Smart Watch Policy**

We advise students not to bring mobile phones to school. Students can make urgent phone calls at the office in case of an emergency. If your child needs a phone for after-school activities, it **MUST** be turned off (not on silent) during the day and kept in their bags.

No responsibility for lost phones will be taken by the school. Students are not permitted to use phones during school hours. If there is a reason why a student needs to use their phone during the school day (to find out about an appointment for example), please send a note explaining the reason and arrangements will be made for this. If a student uses a phone during the day without permission, it will be confiscated and returned at a later time. A smart watch can be worn but is to only be used as a time piece during the school day.

We appreciate your support in this matter as this rule is necessary to prevent disruption to the learning environment.

## 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; and
- 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](http://www.humegrammar.vic.edu.au/about-us/policies-publication)

### Blazers

All students in Year Six are required to wear the school blazer as a compulsory component to their uniform. This item must be worn at all official school events where formal uniform is required. This helps to indicate their status as school leaders within the Primary School.

### 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 activities in which they will be advised. Compulsory Sports Uniform comprises of navy shorts, navy track pants with School logo and House polo shirt. Prep-Year 2 wear navy fleece track top. Year 3-6 wear a rugby top.

### Uniform Provider

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

[www.noone.com.au/shop](http://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/](https://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 carparks 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](http://www.humegrammar.vic.edu.au/about-us/policies-publication).

### Private Bus Service

The school, in conjunction with Panorama Coaches, operates extensive bus routes across the North of Melbourne. For more information, go to: [www.humegrammar.vic.edu.au/enrolment/transport](http://www.humegrammar.vic.edu.au/enrolment/transport)

If you wish to speak with the Bus Coordinators, please contact reception on 7019 2900 or email: [buses@humegrammar.vic.edu.au](mailto:buses@humegrammar.vic.edu.au).

## Big Childcare

Primary School students who are not under the care of an older Secondary School sibling before 8:15am and after 3:45pm, will be taken to Out of School Hours Care as there is no staff supervision available. It is essential to ensure that all Primary School students are under close supervision whilst at school.

To ensure both the safety of your child and to adhere to our requirements, we respectfully request that all students are enrolled with our Out of School Hours Care provider, Big Childcare. Please complete the online enrolment form at the [Big Childcare](#) web page. You can choose to enroll only on a casual basis, whereby you are only charged when and if you use the service.

Details concerning costs can be found on their website [Bigchildcare.com](http://Bigchildcare.com). We recognise that parents can be unexpectedly delayed or need to drop off their child earlier than usual, therefore can you please ensure your child/children is/are enrolled before their first day of school this year. We appreciate your understanding and support in this matter.

## 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. If a child needs to leave school early, a parent must sign them out at Reception and explain the reason for early dismissal. Early dismissal must be avoided during recess (11:05am – 11:25am) and lunch time (1:35pm – 2:25pm).

### 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 either the **Sentral School Portal** or the **Sentral For Parents App**. See instructions for how to use Sentral on Page 9 of this document. Absence notifications can also be made via email.

**School Absence Email:** [dbabsent@humegrammar.vic.edu.au](mailto:dbabsent@humegrammar.vic.edu.au)

When a child is absent, a notification of absence 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 because of 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 weeks. 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.

Parents must give at least a full school term's written notice to the Assistant Principal and the Admissions Manager in the event of a requested leave of absence from the school for periods of 4 term weeks or greater.

If the leave of absence is approved by the school, this period will be subject to payment, in full and in advance, of the school fees for the period of absence. If the fees are not paid in accordance with the above, the school may terminate the student's enrolment with immediate effect.

## Teaching and Learning

### Primary School Homework Guidelines and Purpose

- To help establish study patterns
- To give students the opportunity to work independently
- To consolidate knowledge
- To prepare for subsequent classes (research)
- To develop organisational skills
- To fully explore and extend the curriculum
- To finish off work started in class
- To allow parents to see their child at work

Please be aware that homework expectations will change from term to term. However, there will be an emphasis on home reading. We would like the children to read each night with a family member (mother, father or older sibling), for approximately 10-20 minutes.

Homework should take a total of 20 minutes for Prep to Year 2. Homework for Years 3-6 will range between 30-40 minutes.

### Additional Home Learning Guidelines for Years 3-6

All students in Years 3-6 are expected to be doing the following activities each day:

- 20 minutes of independent reading which is to be recorded as directed by the teacher.
- Approximately 5 minutes of focused practice of multiplication facts.

Beyond this, students in the Years 3-6 will also be expected to do work which may be an extension or preparation of class work, projects and assignments, essays and research. The time will vary and is also dependent on the students Year Level. Students will in most cases be given at least two nights to work on this homework before it is due to the teacher.

- Students in Year Three may have an additional 15 minutes a night. (No more than 75 minutes over a week.)
- Students in Year Four may have an additional 20 minutes a night. (No more than 100 minutes over a week.)
- Students in Year Five may have an additional 30 minutes a night. (No more than 150 minutes over a week.)
- Students in Year Six may have an additional 40 minutes a night. (No more than 180 minutes over a week.)

### Finishing Work

A distinction is made between work that is started in class and finished for homework, and work to be finished at home because the student was not working effectively in class.

The first would be included in the homework allocation with reasonable turn-around time given. The second would apply to students who have not worked to their personal best within class and would be accompanied by a note to inform the parents of the situation. This work would not be part of the normal time allocation and would require immediate attention.



## **Work Submission Policy Years 5-6**

To further support students in their accountability for their assessment tasks and also assisting students in preparation for Year 7, we have a 'Work Submission Policy-Primary' for Year 6 students. This is based on the Secondary Work Submission Policy.

Year 5 students who do not submit assessment tasks by the due date or have not communicated with their teacher about a possible work extension will receive a formal email home and will be expected to complete their assessment task in their own time.

## **Year 6 Exams**

In Year 6, students' complete exams. These exams will take place in Term 4 approximately Week 3. We believe these exams will be valuable for our students to assist to prepare them for Year 7 and demonstrate to teachers their overall understanding. The exams will be conducted in Numeracy, Literacy, Humanities, Science and Technology.

## **Library Information**

The borrowing of books regularly is an important aspect of guiding students towards a love of reading. The number of books students may borrow out at a time is dependent on their level.

- For Prep they may borrow out 1 book at a time.
- For Year One and Two they may borrow out 2 books at a time.
- For Years 3-6 they may have up to 4 books borrowed at a time.

Books cannot be borrowed if a student has an overdue item.

## **Canvas**

While Sentral is the primary online vehicle for reporting to parents, Canvas is our Learning Management System (LMS) which acts as an online classroom. Staff 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 the Canvas link in Sentral. 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

Information relating to Sentral is provided prior to child commencement. If you have not received this communication, please contact 'Sentral Help' via email: [sentral@humegrammar.vic.edu.au](mailto:sentral@humegrammar.vic.edu.au)

## **Teacher Assistants**

In the Primary school, our Teachers' Assistants support teachers and students in the classroom. Their purpose is to give general support to teaching staff and assist student learning, either individually or in groups.

## **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 wellbeing 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 support students as they learn strategies for self-awareness, self-care, and self-management.

### **Classroom Essential Agreements**

The initial program at each year level begins with the development of a classroom essential agreement. This agreement is linked to the six school values as well as the Visions for both Student Wellbeing and Teaching and Learning.

These agreements will be displayed in all Primary Classrooms as either symbols, statements or both and include student developed samples of what these look like within their learning space. Throughout the day students will be encouraged to reflect on their personal and learning behaviours around these statements. These agreements allow for a sense of continuity for both students and staff from one year level to the next.

### **School Allied Health Services**

Hume Anglican Grammar employs Educational Psychologists and School Counsellors to help support students across the school community. Our Allied Health Services are able to provide support for students when they are experiencing personal difficulties that impact upon their overall wellbeing.

### **Child Development in the Primary Years**

As children grow, they begin to experience physical, intellectual, and emotional changes. The way they learn, feel, see the world, and relate to other people becomes different from when they were younger.

In the Primary students begin their journey where they are at an age that is still both fully emotionally and socially reliant on the adults in their lives for support and guidance. From middle primary students become more aware of themselves as part of a wider community -with this comes the realisation that the world does not always revolve around them – they try to redefine their place in the world which can at times lead to tension both at school and home. By the time they are in Year Six, they are making many of their own choices on an emotional and social level and although not fully independent from the adults in their lives are less likely to seek immediate support or guidance.

These changes, along with demands from present day society and peer pressure, create conflicts and tension which can be reflected in their behaviour in school and at home. Young people in early adolescence show a good number of contradictions and conflicts, which is normal. It is important that even as your child goes through growth and change that parents keep open lines of communications – listening, displaying empathy and understanding encourages talk with your child that makes positive differences even as they seek independence. When parents are actively involved in their children's education, they do better in school.

### **What Can Parents Do to Support Their Child's Emotional and Social Wellbeing?**

There are many ways that parents can demonstrate and support their child through Primary. Here are some suggestions:

- Talk with your child about what happens at school every day. Always start first with an open-ended question reflecting on a positive achievement that has occurred.
- Listen to and acknowledge their worries. Remember, sometimes don't want help just an ear
- Avoid arguments when your child brings bad news home. Listen to their reasons and offer your guidance in moving forward positively.
- Assist them in being reflective after they have worked through a challenge in school – it is this reflective practise after a problem is overcome that develops resiliency in your child.

## **Cyber Safety**

The first step in reducing risks online is ongoing communication within the family. Talk to your children about what they should and should not do when they are online. Find out the activities they are currently doing online and talk about them. Children love to show off their talents, and when you are interested in what they are doing online, nine times out of ten they will be more than happy to show you what they know. Let them show you some of the different chat programs they use, the sites they visit and music download software they use.

Once information is uploaded onto the web in most cases it cannot be removed.

Care should be taken before posting any information or details. Children should know that if they would not say it in person, they should not say it on the web. Facebook as well as a number of other social media apps and sites have recommended ages for a reason. These sites are not appropriate for primary aged children, who do not always understand the way to properly protect themselves from harm or risk.

Some of the rules of Online Safety:

Make sure your child does not spend all his/her time on their computer. People, not computers, should be their best friends and companions.

Keep the computer and other devices with online access in an area where it can be monitored, like the family room, kitchen or living room, not in your child's bedroom.

Teach them never to meet an online friend offline unless you are with them. Keep kids out of chatrooms or IRC channels unless they are monitored.

Teach them what information they can share with others online and what they cannot (such as: telephone numbers, address, their full name, school and location identifying images of themselves or others).

Get to know their "online friends" just as you get to know all of their other friends. Warn them that people may not be what they seem to be and that people they chat with are not their friends, they are just people they chat with.

Discuss these rules, get your children to agree to adhere to them, and post them near the computer as a reminder.

For more information and a more detailed explanation on the online rules please go to the website:

<http://www.cyber-safety.com/parents.html>, and <https://www.esafety.gov.au/education-resources/iparent>

## **Prep – 2 Developmental Play**

The Prep – 2 developmental play program occurs in each class once weekly. The focus is to further develop social skills relating to problem solving and conflict resolution. These skills are essential for students on a day-to-day basis in play and with classroom academic activities throughout their primary years and beyond. In Prep, much of the developmental play occurs through guided and unguided roleplaying. In Year 1 and Year 2, the focus moves to board games and tasks such as crafting and other age play based activities. Teachers support students to develop the social and emotional skills essential for student wellbeing and academic development.

## **Year 3-6 Activity Program**

The Year 3 - 6 Primary Activity Program will run once a week on a Friday afternoon. The program will have both a curriculum and Pastoral Care Focus, involving students with the opportunity to further develop their interpersonal skills, promoting both leadership and mentoring skills amongst the older Primary students as well as cooperation and understanding over multi-age groups. The program will also have a House based component.

## **Health Matters**

### **First Aid Room**

Students who become ill or injured at the School are sent to First Aid 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.

Email: [dbhealth@humegrammar.vic.edu.au](mailto:dbhealth@humegrammar.vic.edu.au)

Phone: 7019 2610

### **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/Anapen or any other form of medication needed must also be provided. Individual EpiPens/Anapens as well as school backups are easily accessible in the Health Centre. The School must be informed if a student is required to personally carry their EpiPen/Anapen.

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 annual Asthma Action Plan as well as asthma medication. An Asthma Action Plan must be completed and signed off by a GP along with a photo of the student attached. 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 via Sentral.

## **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.

## **Medication**

The school does not have a supply of medications for students, this includes paracetamol. 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 for collection from the First Aid Room or by request to: [dbhealth@humegrammar.vic.edu.au](mailto:dbhealth@humegrammar.vic.edu.au)

There are two different options available on this medication form:

- a) Non-prescription medications
- b) 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. A number of lunch time and after school clubs will be available.

### School Colours

Earning points towards School Colours recognises and rewards student participation, engagement, leadership and achievement. Students are awarded colour points when they demonstrate significant commitment to and/or achievement in an approved co-curricular activity. The accumulation of colour points over time is recognised with either a blazer emblem, in the form of a badge; or a colour band, sewn onto the blazer pocket. Colour points accumulate for students from Year 5 upwards and the number of points required to achieve either a blazer emblem or colour band is adjusted according to the student's year of entry to the school.

### Interschool Sports

Hume Anglican Grammar offers students in Year 6 the opportunity to compete in Interschool Sports Competitions. Through various House Carnivals, Years 3-6 Primary students also have the opportunity to be selected to represent the school in Swimming, Athletics and Cross Country.

Although selection is based on ability, students are the school's ambassadors at interschool events and are expected to conduct themselves in the appropriate manner when representing the school.

## **Camps**

Our camping/sleepover program is designed to complement and enhance the classroom program. Attendance at camp/sleepover is compulsory for all students. The following camp/sleepovers are planned for 2025:

<b>Prep:</b>	Teddy Bear's Picnic
<b>Year 1:</b>	Adventure Day Out
<b>Year 2:</b>	Adventure Day and Sleepover at school
<b>Year 3:</b>	Anglesea
<b>Year 4:</b>	Alexandra
<b>Year 5:</b>	Sovereign Hill
<b>Year 6:</b>	Canberra

## **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.

## 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](mailto:fees@humegrammar.vic.edu.au) prior to the due date.

The school may in its sole and absolute discretion charge (and each parent agrees to jointly and severally pay) interest at the rate of 10% on any amount of School Fees (or any other fees, charges and levies imposed by the school pursuant to these Terms and Conditions of Enrolment) that remain unpaid for 28 days after they fall due for payment.

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](mailto:studentinformation@humegrammar.vic.edu.au) or contact the Main Reception on 03 8339 6900.

### Withdrawal Notice

To withdraw a child's enrolment, (whether on a permanent or temporary basis) the child's parents must give at least a full school term's written notice to the Assistant Principal and the Assistant Admissions Manager. This means that the Principal and Assistant Admissions Manager must receive notice in writing from both of the child's parents (unless one parent has legal decision-making capability for the child). 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, Ms Katherine Czarnecki via email to [studentinformation@humegrammar.vic.edu.au](mailto: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 firsthand. If you are interested in registering for an upcoming Open Day or Discovery Tour, please view our website [www.humegrammar.vic.edu.au](http://www.humegrammar.vic.edu.au).

Phone: 03 8339 6900

Email: [enrolments@humegrammar.vic.edu.au](mailto:enrolments@humegrammar.vic.edu.au)



## **The National Anthem**

Australians all let us rejoice, For we are one and free;  
We've golden soil and wealth for toil; Our home is girt by sea; Our  
land abounds in nature's gifts  
Of beauty rich and rare;

In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas

We've boundless plains to share;  
With courage let us all combine to Advance Australia Fair. In  
joyful strains then let us sing, Advance Australia Fair.

## **School Song**

God gives us a future, daring us to go  
into dreams and dangers on a path unknown. We  
will face tomorrow in the Spirit's power,  
we will let God change us, for new life starts now. We  
must leave behind us sins of yesterday,  
for God's new beginning is a better way.  
Fear and doubt and habit must not hold us back:  
God gives hope, and insight, and the strength we lack. Holy  
Spirit, teach us, how to read the signs,  
how to meet the challenge of our troubled times. Love us  
into action, stir us into prayer,  
till we choose God's life, and find our future there.

## **The Lord's Prayer**

Our Father in heaven,  
hallowed be your name.  
Your Kingdom come, your will be done,  
on earth as in heaven  
Give us today our daily bread.  
Forgive us our sins, as we forgive those who sin against us.  
Save us from the times of trial and deliver us from evil.  
For the kingdom, the power and the glory are yours.  
Now and forever.

Amen

## Donnybrook Campus Map



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

**Location: Main Reception on the map.**

**Phone: 03 7019 2900**

**Email: [dbprimary@humegrammar.vic.edu.au](mailto:dbprimary@humegrammar.vic.edu.au)**

PLEASE 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.