

# 2025 Secondary Parent Handbook

Hume Anglican Grammar  
Freier 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 Secondary

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 2025 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 the Secondary School Office if you have any questions or concerns.

100 Mt Ridley Road  
Mickleham VIC 3064  
03 8339 6907  
[mrsecondary@humegrammar.vic.edu.au](mailto:mrsecondary@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.

A handwritten signature in black ink, appearing to read 'J. Martin'.

Mr Jeremy Martin  
**Head of Secondary**

## 2025 Secondary School Key Dates

TERM ONE	
Term 1 Commences	Monday 3 February
Secondary School Swimming Carnival	Thursday 13 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
TERM TWO	
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
TERM THREE	
Student Free Day	Monday 21 July
Term 3 Commences	Tuesday 22 July
Term 3 Concludes	Friday 12 September
TERM FOUR	
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	Wednesday 10 December

## School Structure

### Senior Leadership Team

The Senior Leadership Team consists of the Principal, the Deputy Principal, Business Manager, the Head of Campus – Freier, Head of Campus - Donnybrook, Head of Campus - Kalkallo, the 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 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 Policies'.

## 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.

### Secondary School Office

Address: 100 Mt Ridley Road, Mickleham 3064  
Phone: 03 8339 6907  
Email: [mrsecondary@humegrammar.vic.edu.au](mailto:mrsecondary@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 Mr Jeremy Martin is:

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

<b>Key Secondary 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
Mr Luke Friend Head of Campus – Freier	Mrs Libby Hasler Director of Human Resources
Mr Sam Butterfield Director of Teaching and Learning	Ms Katherine Czarnecki Admissions Manager
Mr Jeremy Martin Head of Secondary – Freier	Ms Wendy Rowe Governance, Risk and Compliance Manager
Mr Aaron Carassiti Head of Teaching and Learning – Secondary	Ms Michelle Mead Risk and Compliance Coordinator
Ms Tulay Et Head of Student Wellbeing – Secondary	
Mr Mitchell Lee Head of Co-curricular	
Mrs Ellen Farrugia and Ms Pia Salvatore VCE Coordinator	
Mrs Shirley Kutin Coordinator of Learning Enhancement – Secondary	
Mr Karim Ghattas Year 7 Coordinator	
Ms Tamara Vasiliadis Year 8 Coordinator	
Mrs Amanda Lazzaro Year 9 Coordinator	
Ms Helen Saunders Year 10 Coordinator	
Mr Michael Sarraf Years 11 Coordinator	
Mrs Deborah Rakatairi Year 12 Coordinator	
Mr Johny Ho Co-Curricular Coordinator	

## 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 any upcoming activities such as camps, excursions or exams. 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 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 basis. We encourage parents to select the desired teachers and book in 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 a 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](https://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 relayed to you via the 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, each semester has two terms. At the end of Term 1 and of 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](http://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 – 11:30am
Period 3	11:30 – 12:30pm
Period 4	12:35 – 1:35pm
Lunch	1:35 – 2:30pm
Period 5	2:30 – 3:30pm

## Student 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.

< Term 1 Week 1 - Term 1 Week 2 >					
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
	Monday	Tuesday	Wednesday	Thursday	Friday
	29/01/2024	30/01/2024	31/01/2024	01/02/2024	02/02/2024
Before.. 13:20 - 13:20					
HR 8:40 - 8:55	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)
P1 9:00 - 10:00	YEAR 7 HEALTH AND PE (07HPEA) 9.1 Ms	YEAR 7 SCIENCE (07SCIA) SCIENCE LAB 4 Mrs (9:00 - 10:00)	YEAR 7 ITALIAN (07ITAA) 9.1 Miss (9:00 - 10:00)	YEAR 7 ENGLISH (07ENGA) 9.1 Mr (9:00 - 10:00)	YEAR 7 ASSEMBLY (07ASSA) Sports Centre C1 Mrs (9:00 - 10:00)
P2 10:05 - 11:05	YEAR 7 ENGLISH (07ENGA) 9.1 Mr	YEAR 7 ENGLISH (07ENGA) 9.1 Mr (10:05 - 11:05)	YEAR 7 HEALTH AND PE (07HPEA) 9.1 Ms (10:05 - 11:05)	YEAR 7 SCIENCE (07SCIA) SCIENCE LAB 1 Mrs (10:05 - 11:05)	YEAR 7 MATHEMATICS (07MMAB) 9.2 Mrs (10:05 - 11:05)
Recess 13:20 - 13:20					
P3 11:30 - 12:30	YEAR 7 TECHNOLOGY (07TEC1A) TECHNOLOGY ROOM Ms	YEAR 7 MATHEMATICS (07MMAB) 9.2 Mrs (11:30 - 12:30)	YEAR 7 TECHNOLOGY (07TEC1A) TECHNOLOGY ROOM Ms (11:30 - 12:30)	YEAR 7 WELLBEING (07WELA) 9.1 Mrs (11:30 - 12:30)	YEAR 7 HUMANITIES (07HUMA) 9.1 Ms (11:30 - 12:30)
P4 12:35 - 13:35	YEAR 7 VISUAL ARTS (07VIA1A) 8.1 Ms	YEAR 7 MATHEMATICS (07MMAB) 9.2 Mrs (12:35 - 13:35)	YEAR 7 HUMANITIES (07HUMA) 9.1 Ms (12:35 - 13:35)	YEAR 7 HUMANITIES (07HUMA) 9.1 Ms (12:35 - 13:35)	YEAR 7 SCIENCE (07SCIA) SCIENCE LAB 1 Mrs (12:35 - 13:35)
Lunch 1 13:20 - 13:20					
Lunch 2 13:20 - 13:20					
P5 14:30 - 15:30	YEAR 7 MATHEMATICS (07MMAB) 9.2 Mrs	YEAR 7 HUMANITIES (07HUMA) 9.1 Ms (14:30 - 15:30)	YEAR 7 VISUAL ARTS (07VIA1A) 8.1 Ms (14:30 - 15:30)	YEAR 7 ITALIAN (07ITAA) 9.1 Miss (14:30 - 15:30)	YEAR 7 ENGLISH (07ENGA) 9.1 Mr (14:30 - 15:30)

	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10
	Monday	Tuesday	Wednesday	Thursday	Friday
	05/02/2024	06/02/2024	07/02/2024	08/02/2024	09/02/2024
Before.. 13:20 - 13:20					
HR 8:40 - 8:55	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)	YEAR 7 HOMEROOM (07HRMA) 9.1 Mrs (8:40 - 8:55)

## 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 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 Calendar 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.

### **Lost Property**

Please clearly and permanently label all items of clothing and other items that belong to your child - tracing ownership in the Secondary 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, there are three Lost Property Boxes situated around the school. They are located in Building 10, Building 9 and the Sports Centre. Any items not collected by the end of term are discarded or re-purposed.

### **Canteen**

The canteen operates from the Sports Centre. It is open from Monday to Friday for walk-up service at recess and lunch for Secondary students.

## **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 Health Centre and, if necessary, you will be called by the First Aid Officer 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 the Secondary Office. If students need to return your call, they are able to do so from the Secondary Office.

## 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

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 each Day 5 (Friday) and Day 8 (Wednesday).

### 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](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 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](http://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 Routes 529, 533 and 541. Details about all routes are available from: [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au).

### 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 Coordinator, please contact reception on 8339 6900 or email: [buses@humegrammar.vic.edu.au](mailto: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 Building 10 Reception. Parents should be logging all of their child's absences through Sentral. If a child needs to leave school early, parents must notify the school in advance via Sentral or via email [mrsecondary@humegrammar.vic.edu.au](mailto:mrsecondary@humegrammar.vic.edu.au) explaining the reason for early dismissal. When leaving early, the student must excuse themselves from class and arrive promptly at Building 10 Reception to sign out, before meeting their parent in the car park. It is not the responsibility of the Secondary School Assistant to find students who are needing to leave early. Parents should not be walking through the school to collect their child, if you need to walk through the school, **parents must sign in at Main Reception (Homestead) first.**

### 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 8 of this document. Absence notifications can also be made via email.

**School Absence Email:** [absent@humegrammar.vic.edu.au](mailto:absent@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 10:00am 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.

For absences of VCE students, please refer to the VCE Student Handbook.

### 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. Missed Assessments will receive a mark of '0'.

Parents must give at least a full school term's written notice to the Head of Secondary 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

### 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 four 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, students access both the assessments and their results on our learning management system, Canvas. 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 Sentral is the primary online vehicle for reporting to parents, Canvas is our 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 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 the student prior 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)

## **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 will be available via Sentral.

## **Booklists**

All secondary booklists are provided to you prior to the end of Term 4 of the previous year. Books may be purchased directly from Box of Books, [www.boxofbooks.com.au](http://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. 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/).

## **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 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 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.

### **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**

### **Health Centre**

Students who become ill or injured at the School are sent to the Health Centre 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.

Please note: students are not permitted to contact parents to collect them from school should they feel unwell. All students must report to the Health Centre for assessment, it is at the discretion of the nurse to determine if pick up is necessary.

Opening Hours: 8:15am – 3:45pm

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

Phone: 8339 6964

### **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. Additionally, the canteen does not sell any nut products.

### **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.

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, 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 Health Centre or by request to: [mrhealth@humegrammar.vic.edu.au](mailto:mrhealth@humegrammar.vic.edu.au)

There are three different options available on this medication form:

- a) Non-prescription medications
- b) Prescription medications
- c) Self-administered non-prescription medications

If you would like to keep your child's medication in the Health Centre, 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 Health Centre. 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:

- Bible Study Group
- Chess
- Christian Youth Group
- Community Crusaders
- Debating
- Drama Club
- Duke of Edinburgh
- Illuminate NextGen Challenge
- Inter-School Sport
- Italian Club
- Meditation and Yoga Group
- Music Bands and Ensembles
- Photography Club
- Secondary Dance Troupe
- Student Gazette
- Swimming Squad
- VEX Robotics Club
- Visual Arts Open House

### 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.

## **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 for 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 becomes 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)



## Freier Campus Map



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

**Location: Building 10 on the map.**

**Phone: 03 8339 6907**

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