

# 2026

# Primary Parent Handbook

Hume Anglican Grammar  
Kalkallo 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 Campus (Kalkallo)

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.



Mrs Kristen Smith  
**Head of Campus (Kalkallo)**

## 2026 Primary School Key Dates

<b>TERM 1</b>	
Term 1 Commences Years 1 - 6	Monday, 2 February
Term 1 Commences for Prep	Thursday, 5 February
Labour Day Public Holiday	Monday, 9 March
Term 1 Concludes	Thursday, 2 April
Good Friday Public Holiday	Friday, 3 April
Easter Monday Public Holiday	Monday, 6 April
<b>TERM 2</b>	
Student Free Day	Monday, 20 April
Term 2 Commences	Tuesday, 21 April
ANZAC Day Public Holiday	Saturday, 25 April
King's Birthday Public Holiday	Monday, 8 June
Term 2 Concludes	Friday, 26 June
<b>TERM 3</b>	
Student Free Day	Monday, 13 July
Term 3 Commences	Tuesday, 14 July
Term 3 Concludes	Friday, 11 September
<b>TERM 4</b>	
Student Free Day	Monday, 5 October
Term 4 Commences	Tuesday, 6 October
Student Free Day	Monday, 2 November
Melbourne Cup Public Holiday	Tuesday, 3 November
Term 4 Concludes - Students	Wednesday, 9 December

## School Structure

### School Leadership Team

The School Leadership Team consists of the Principal, the 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 download and 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. **Christianity** – 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'.

### Mandatory Reporting

All teachers and 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/).

## Leadership Team

### Senior Leadership Team

Principal	Bill Sweeney
Deputy Principal	Penelope Monger
Acting Deputy Principal	Sam Butterfield
Business Manager	Kieran Mitchell
Head of Campus – Donnybrook	Helen Lucas
Head of Campus – Freier	Luke Friend
Head of Campus – Kalkallo	Kristen Smith
Director of Human Resources	Libby Hasler
Director of Student Wellbeing	Naomi White
Director of Teaching and Learning	Sam Butterfield
Acting Director of Teaching and Learning	Rob Utting

### Campus Leadership Team

Head of Campus	Kristen Smith
Head of Teaching and Learning – Primary	Duncan Exton
Head of Student Wellbeing P-2	Keshia Mitchell
Head of Student Wellbeing Years 3-6	Jon Parks

## Primary School Team

### Primary Teaching and Learning Team

Head of Teaching and Learning – Primary	Duncan Exton
Head of Curriculum P-2	Rachel Bryant
Head of Curriculum 3-6	Brooke Palamo
Head of Performing Arts	Rachel Smith
Head of Learning Enhancement	Larissa Jordan (Term 1), Leanne Bonello (from Term 2)
Co-curricular Coordinator – Primary	Trent Crane
eLearning Coordinator - Primary	Sarah Byatt
Subject Coordinator – Health and Physical Education	Sarah Sedley
Subject Coordinator – The Arts	Clare Koumantaros
Subject Coordinator – LOTE	Francesca Lioni

## Wellbeing Team

Head of Student Wellbeing P-2	Keshia Mitchell
Head of Student Wellbeing 3-6	Jon Parks
Coordinator of Student Wellbeing P-2	Amy Arnott
Coordinator of Student Wellbeing 3-6	Tirath Kaur
School Psychologist	Dylan Desai-Rogers

## Homeroom Teachers

Prep:	Michelle Everest, Tianne Anderson, Jozlyn Herd
Year 1:	Amy Arnott, Alison Gibson, Rachel Bryant, Katherine Jamali
Year 2:	Amy Kelso, Suzan Firmani (Term 1)/Larissa Jordan (from Term 2), Lauren Lallo-Crofts
Year 3:	Alicia Delany, David De Angelis, Robyn White
Year 4:	James Loney, Sarah Byatt, Mary Christian
Year 5:	Teagan Brady, Stephanie McInnes, Brooke Palamo/Duncan Exton
Year 6:	Tirath Kaur/Jon Parks, Dee Prasad, David Halden

## Specialist Teachers

Language: Italian	Francesca Lioni, Haylee Sommer
Library	Rebecca Newton
Performing Arts	Rachel Smith, Haylee Sommer
Physical Education	Sarah Sedley, Trent Crane
STEM	Nicola Davidson, Duncan Exton
Visual Arts	Clare Koumantaros, Keshia Mitchell

## General Staff

Academic Officer	Katherine Lawford
Bus Coordinator	Shani Hemara, Amanda Hodgson
Daily Organiser and Administration Officer	Siobhan Ryan
First Aid Officer	Stephanie Del Tito
Learning Enhancement Assistant	Harleen Kaur, Mohan Singh, Dianne Cassar, Justine Richardson
Library Assistant	Nicole Foenander
Performing Arts Assistant	Casey Butterworth
Personal Assistant to the Head of Campus	Deanna Gralinski
Receptionist	Jessica Finlay
Risk and Compliance Coordinator	Savannah Blyth
School Chaplain	Reverend Jonathan Lopez
Teacher Assistant	Georgia Onciarich, Shaguffa Anjum, Valana Razmovski, Romita Dayal

## 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.

### Kalkallo Reception

Address: 27 Goodman Avenue, Kalkallo 3064  
Phone: 03 7066 6500  
Email: [kalkallo@humegrammar.vic.edu.au](mailto:kalkallo@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 Mrs Kristen Smith is: [smithk@humegrammar.vic.edu.au](mailto:smithk@humegrammar.vic.edu.au)

### 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. We highly recommend you access Sentral on a regular basis to ensure that you are up to date on all that is happening at our school. 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>.

### Hume Anglican Grammar Website

Our school website, [www.humegrammar.vic.edu.au](http://www.humegrammar.vic.edu.au), hosts general information about the School, policies, news, and a calendar of events.

### Procedures for Contacting Teachers

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

- Emailing (allow for a 48 hour response time for returning correspondence)
- Phone call (please leave a voicemail message) or write a note requesting an appointment

In the mornings, teachers are busy preparing for the day, and after school often have scheduled meetings. Your Homeroom Teacher may not be able to speak or meet with you immediately. Please arrange a time that suits both you and the teacher. 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 for curriculum matters please contact Duncan Exton [extond@humegrammar.vic.edu.au](mailto:extond@humegrammar.vic.edu.au) and student wellbeing matters Keshia Mitchell (Prep - Year 2) [mitchellk@humegrammar.vic.edu.au](mailto:mitchellk@humegrammar.vic.edu.au), or Jon Parks (Years 3-6) [parksj@humegrammar.vic.edu.au](mailto:parksj@humegrammar.vic.edu.au). The Head of Campus (Kalkallo), Kristen Smith can be contacted via [smithk@humegrammar.vic.edu.au](mailto:smithk@humegrammar.vic.edu.au).

## **Student Learning Conferences**

Student Learning Conferences provide an opportunity for a 3-way discussion between teacher, parent and student and empowers students to take greater ownership over their learning. During these conferences, achievements and goals can be shared and celebrated, setting a positive tone for the learning ahead. 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 meet.

Further information on Student Learning Conferences will be provided prior to conference periods.

## **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 an Interim (mid-semester) Report. This is a general indication to parents of your child's, 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:

[Parents and Friends Association \(PFA\) | Hume Anglican Grammar \(humegrammar.vic.edu.au\)](https://www.humegrammar.vic.edu.au/parents-and-friends-association)

## **Adult Volunteers**

We look forward to working with parents. 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 a compulsory session on Child Safety. Relevant policies and guidelines will be emailed to all volunteers prior to helping in the classrooms. Adult volunteers must agree to abide by the guidelines and policies.

By volunteering in activities such as excursions, 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.

Adult Volunteers are required to have attended an Adult Volunteers Session, completed the online induction including providing a current Working With Children Check and sign in at reception every time they volunteer. Adult Volunteer Sessions are valid for twelve months and require a refresher after this time. A name badge must be worn at all times.

## Daily Timings

Activity	Time
Homeroom	8.45am - 9.00am
Period 1	9.00am – 10.00am
Period 2	10.00am – 11.00am
Eating	11.00am - 11.05am
Recess	11.05am – 11.30am
Period 3	11.30am - 12.30pm
Period 4	12.30pm – 1.30pm
Eating	1.30pm - 1.35pm
Lunch	1.35pm – 2.30pm
Period 5	2.30pm – 3.20pm

## Sun Smart

We promote sun smart behaviour by encouraging students to seek shade, wear the school navy bucket hat with logo, and apply sunscreen. Parents are required to provide their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen.

## 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. Our school values are our guiding principle in how we operate in our learning community. All students will learn that their actions have consequences, and they are to be accountable for their own behaviour.

Staff will work with students to develop an essential agreement based on our values which outlines how each learning area contributes to a positive learning environment. These are displayed in all learning areas 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 behaviours around these statements. This allows for a sense of continuity for both students and staff from one year level to the next.

### 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 behind reception. Any items not collected by the end of term are discarded or re-purposed.

## Chapel and Assembly

Chapels and Assemblies are an important part of the Primary School week.

Chapel events teach students about Anglican traditions as well as exposing and instilling values based on Christian traditions and encouraging students to have a closer relationship with God.

Assemblies allow us to celebrate and share together teaching and learning, individual and group achievements. It also exposes students to different behavioural expectations for formal occasions.

- Assemblies: Tuesday Day 2, Time: 9:00am - 9:30am (Prep - Year 6)
- Chapels: Tuesday Day 7, Time: 9:00am - 9:30am (Prep - Year 6)

## 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.

## Student Lunches

To support student safety and wellbeing, families are asked to note the following requirements:

- Students must not bring food containing nuts to school.
- Microwaves are not available for student use.
- Students are required to bring their own cutlery, as this cannot be provided by the school.
- Lollipops and chewing gum are not permitted at school.

## 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. Please do not provide any food for sharing.

If you plan a party at home, you may distribute invitations yourself. Invitations and giftbags are not to be brought to school.

## Mobile Phones / 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 a student uses a phone during the day, it will be confiscated, and the parent will be required to collect.

A smart watch can be worn but is to only be used as a time piece during the school day. If a student uses a smart watch for anything other than telling the time during the school day, it will be confiscated, and the parent will be required to collect it. Please set a smart watch on school mode. We appreciate your support in this matter 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 6 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 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

### 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 8339 6965 or email: [buses@humegrammar.vic.edu.au](mailto:buses@humegrammar.vic.edu.au).

### Big Childcare

The school grounds are supervised between 8.15am and 3.45pm. For students requiring supervision beyond these times, our Out of School Hours Care provider, Big Childcare is available.

To ensure both the safety of your child and to adhere to school requirements, all students need to be enrolled with Big Childcare. Please complete the online enrolment form at the [Big Childcare](#) web page. You may choose to enrol on a permanent or casual basis, whereby you are only charged when the service is used.

Details concerning costs can be found at [Bigchildcare.com](http://Bigchildcare.com). We recognise that parents may be unexpectedly delayed or need to drop off their child earlier than usual, therefore please ensure your child/children is/are enrolled before their first day of school this year. Your cooperation in this matter is greatly appreciated.

## Attendance/Absenteeism

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**.

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 [kalkallo@humegrammar.vic.edu.au](mailto:kalkallo@humegrammar.vic.edu.au), 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 Head of Campus in the event of a requested leave of absence from the school for periods of 4 term weeks or greater. The school has absolute discretion in approving leave requests.

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 leave will occur between June – December, the School may require you to pay an upfront Holding Fee to maintain your child's place whilst on extended leave from the school. This payment along with the tuition fees will need to be made in full prior to the commencement of leave. If the tuition and Holding 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 Home Learning 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.

Records of reading will be kept in the reading log or diary. This is a fantastic opportunity for the family to share the learning experience together.

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 Years 3 - 6 will also be expected to do work which may be an extension or preparation of class work, projects 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 3 may have an additional 15 minutes a night. (No more than 75 minutes over a week.)
- Students in Year 4 may have an additional 20 minutes a night. (No more than 100 minutes over a week.)
- Students in Year 5 may have an additional 30 minutes a night. (No more than 150 minutes over a week.)
- Students in Year 6 may have an additional 40 minutes a night. (No more than 180 minutes over a week.)

### **Year 6 Exams**

In Year 6, students complete exams. These exams will take place in Term 4. 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 and Literacy.

### **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 1 book at a time.
- For Years 1 and 2 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, 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 Teacher 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.

## **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.

Primary students begin their journey 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 6, 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 communication. 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 they may not want help, just an opportunity to talk.
- 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 practice 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.

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. If you are unsure of recommended ages, please refer to [Common Sense Media: Age-Based Media Reviews for Families | Common Sense Media](#)

Some of the rules of Online Safety:

- 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.
- 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>

## **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.

Email: [kkhealth@humegrammar.vic.edu.au](mailto:kkhealth@humegrammar.vic.edu.au)  
Phone: 7066 6502

### **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 guarantee that there will be no nuts at school, we do encourage students to avoid bringing products to school that contain nuts (for example, peanut butter or Nutella). We promote an allergy aware environment 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 First Aid. The School must be informed if a student is required to personally carry their EpiPen/ Anapen.

All staff undergo annual training to ensure they can 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.

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.

## Medication

If your child needs medication while at school, a medication form needs to be completed. The medication forms are available for collection from First Aid or by request to: [kkhealth@humegrammar.vic.edu.au](mailto:kkhealth@humegrammar.vic.edu.au). All medication must come to First Aid where it will be administered. Medication must be in the original packaging from the pharmacy which includes your child's name and dosage instructions.

## 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



Olig



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 Years 5 - 6 the opportunity to compete in some co-curricular sporting events based on school selections. Through various House Carnivals Years 5 - 6 students also have the opportunity to be selected to represent the school in Swimming, Athletics and Cross Country.

## Outdoor Education

Our Outdoor Education program is designed to complement and enhance the classroom program. Attendance at outdoor education events is compulsory for all students. The following events are planned for 2026:

<b>Prep:</b>	Teddy Bear's Picnic
<b>Year 1:</b>	Kinglake Forest Adventures Big Day Out
<b>Year 2:</b>	Kinglake Forest Adventures Big Day Out and Sleepover at school
<b>Year 3:</b>	YMCA Anglesea
<b>Year 4:</b>	Creswick
<b>Year 5:</b>	Sovereign Hill
<b>Year 6:</b>	Canberra

## Music Program

Optional Instrumental Music Tuition is available to all students during school hours. To enrol your child in these lessons, please complete the online form from our website. Lessons are for 30 minutes each week for all year levels. Times rotate from week to week. Students must 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 [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 fee becomes outstanding.

### **Family Records and Financials**

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 Head of Campus and the Admissions Manager. This means that the Head of Campus and 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 Czarniecki via email to [enrolments@humegrammar.vic.edu.au](mailto:enrolments@humegrammar.vic.edu.au) and withdrawal is officially determined by the submission of the Schools Student Exit Form.

### **Campus Transfers**

Campus Transfers are not permitted, and any requests will be denied. The only exception is for current Kalkallo Campus students who will transfer to their allocated campus for Secondary School at the end of Year 6.

### **Year 7 Secondary Campus Allocation**

When a student is in Year 5, a number of factors will be taken into consideration when determining which of the two campuses will be the destination for a current Kalkallo campus student's Secondary education, including but not limited to, family preference, siblings, suburb of residence and cohort balance. The School may ask for evidence of current address. The School's allocation of campus will be final, and no appeals will be able to be made.

## **Year 7 Continuation**

The School conducts their Year 7 intake in Year 5. As a current student you will receive a Year 7 Continuation Form from the Enrolments Team in Year 5, where you will be asked to temporarily reallocate \$500.00 of your existing Student Enrolment/Establishment Bond towards a Continuation Bond which will act as confirmation and commitment of your child's return in Year 7. It is important to note that this is not a request for a further payment of \$500.00.

Upon commencement of the Year 7 academic year, the \$500.00 will be re-credited to your Student Enrolment/Establishment Bond (which is subsequently returned to you when your child's enrolment at the School concludes).

The School will ask you to confirm your continuation into Year 7 as this is required to inform what year 7 places are available to new students. As such, if you do not complete the form by the required date, the School will determine that your child will conclude their education at Hume at the end of year 6 and your year 7 place will become available to another student.

## **Year 7 Orientation Day**

All current Year 6 students continuing into Year 7 are expected to attend Year 7 Orientation Day, otherwise a medical certificate will be required.

## **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 Days and Discovery Tours which provide families with a valuable opportunity to meet our School Principal, Mr Bill Sweeney and Senior Leadership Team, 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 visit 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.

## **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

## 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.

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.