



Hunter Valley
Grammar School



Whole School Handbook

Hunter Valley Grammar School | 2024

Responsibility | Integrity | Respect | Citizenship | Courage | Compassion | Optimism | Gratitude

Welcome to

Hunter Valley Grammar School (HVGS)

This handbook will provide you with information about day-to-day life at HVGS. We are here to help and are available by phone or email.

All information within this edition of the HVGS Whole School Handbook is correct at the time of printing.



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Community Values

Values For Life

Hunter Valley Grammar School is committed to the following core values:



Hunter Valley
Grammar School

• Responsibility •

We are able to be trusted to do what is right. We can be relied upon to do the things that are expected of us. We strive for personal excellence in any endeavour. We take care of our self, fellow students and our School. We are accountable for our own behaviours.

• Integrity •

We are consistently fair and honest. We are reliable and trustworthy. We are loyal to our personal values and our family values. We abide by the School's values and code of behaviour. We are morally strong.

• Respect •

We act in a way which shows that we are aware of other people's feelings, wishes, rights, cultures and beliefs. We treat other people properly and recognise the common humanity of all people to create a better and more peaceful world. We are thoughtful and considerate of other people, our School environment, general property and in our role as global citizens. We have self-respect, behaving with honour and dignity.

• Citizenship •

We are a responsible member of our own local community, the community of HVGS and the international community as a global citizen. We behave in a courteous and polite way to all other people who work and learn at HVGS and to visitors. We care for our physical and social environment, possessing a strong awareness of the inter-relatedness of all nations and citizens.

• Courage •

We are prepared to do the right thing even when you know it is difficult or trying. We persevere when facing a challenge, fear, or problem. We embrace opportunities and try our best to make a valuable contribution. We have the confidence to act in accordance with our own beliefs.

• Compassion •

We help someone who is not well, is hurting or is in trouble. We have awareness of the needs of others and we want to help other people in their time of need. We are aware that we depend upon each other and are deeply connected to the global community. We act with kindness, forgiveness and empathy as compassionate and international-minded global citizens.

• Optimism •

We are hopeful, cheerful and buoyant. We see the positive side of things, and encourage others to do the same. We believe that good things will happen in the future. We have faith that if we plan well and prepare thoughtfully, positive things will occur.

• Gratitude •

We are thankful for our family and friends, our School and country, knowing that not everybody is as fortunate as we are. We express our gratitude in the manner we relate to others and care for our environment. We look for opportunities to serve others and make a difference in the global community.

HVGS Community Values

School Policies

HVGS is committed to providing a community where all members are safe, valued, free of harassment, interact with others in a positive manner, and property is respected.

Key Policies

HVGS key policies include:

- Assault (Student Against Student) Policy
- Bullying Prevention and Intervention Policy
- Child Safe Policy
- Harassment (Student Against Student) Policy, and
- Welfare and Wellbeing Policy.

These policies can be found on Parent Lounge and the HVGS website.

School Community Charter

Rights	Responsibilities
To be treated with dignity and respect	<ul style="list-style-type: none"> To treat staff, students and visitors with consideration and respect. To respect the rights of others to work free of distractions. To move around the School in an appropriate manner. To display behaviours which, at the School and in public, bring credit to oneself and the School. To wear the School uniform correctly and with pride.
To feel secure in an environment free from negative actions from others and from harmful substances and objects.	<ul style="list-style-type: none"> Not to bring to School substances which are harmful to health and items which have the potential to cause injury. Not to hurt or cause harm to others.
To study, work and pursue activities in pleasant, well-kept surroundings.	<ul style="list-style-type: none"> To contribute my best efforts. To help keep classrooms tidy. To respect School grounds and property. To eat and drink outside classroom blocks, the library building, etc. To remain within School bounds. To dispose of litter in the bins provided. Not to bring chewing gum to School.
To have belongings treated with care.	<ul style="list-style-type: none"> To respect the belongings of others. To understand that valuables should be left at home or stored securely, and that mobile phones are to be switched off and stored securely.
To be communicated with clearly, politely, and respectfully.	<ul style="list-style-type: none"> To communicate with others clearly, politely, and respectfully.
To have viewpoints and contributions respected.	<ul style="list-style-type: none"> To treat the viewpoints of others with respect. To respect the ethos of Hunter Valley Grammar School.

All students are required to respect the traditions and ethos of the School and its continued good name. A student's ongoing enrolment in the School is placed at risk by a serious breach of student responsibility. Examples of serious issues include bullying, use of alcohol or illegal drugs, smoking and theft.



Campus and Facilities

HVGS Campus and Facilities

HVGS Main Campus

Phone: 4934 2444

Email admin@hvgs.nsw.edu.au

Administration Office

Opening Hours: 8am-4pm

Monday-Friday.

42 Norfolk Street, Ashtonfield

HVGS School Farm

Pender Rd, Maitland South

HVGS Rowing Facility

Duckenfield Rd, Berry Park

School Gate Access Times

Norfolk Street Vehicle Gate

Open 7am- close 9:30am

Open 2:50pm-close 6:50pm

Norfolk Street Pedestrian Gate

(beside the Early Learning Centre)

Open 7am- close 9:30am

Open 2:40pm – close 4:30pm

South Seas Drive Pedestrian Gate

Open 7am-9am

Open 2:50pm- 5pm

Pick-Up and Drop-Off

Pick-Up and Drop-Off Zone hours of operation

The Pick-Up and Drop-Off Zone is between 8:00 - 8:45 am and 2:45 – 3:15 pm.

Pickup and Drop-Off Zone Location

Children must enter and exit vehicles after the pedestrian crossing. Junior School families will be directed to the coloured poles by staff to collect their children.

No entry or exit to vehicles outside Pick-Up or Drop-Off Zone

All Junior and Senior students are not permitted to enter or exit vehicles outside of the designated Pick-Up or Drop-Off Zone. A red strip marks the 'no entry/exit area'.

We recommend that parents/carers of Senior School students consider picking their children up closer to 3:10pm where possible.

HVGS Main Campus Map



Campus Facilities Directory

Junior School

Block	Facilities
P1	Deputy Principal-Head of Junior School Head of Curriculum Head of Welfare & Wellbeing Head of Student Services Junior School JS Administration Office Years 1 & 2 Classrooms
P2	Years 3 & 4 Classrooms Student toilets
P3 and P4	Years 5 & 6 Classrooms
P5	Years 1, 2 & 4 Classrooms Specialist Teachers' Staffroom Academic Services – Junior Primary Common Room Student Toilets / Change rooms
P6	Imagine: Art Kindergarten Classrooms
Admin	Reception Registrar Principal (Upstairs) Director of Teacher and Learning (Upstairs) Director of Experiential learning and Co-Curricular (Downstairs) Head of Sports (Downstairs) Head of Operations (Downstairs) Accounts (Downstairs) Sick Bay / School Nurse
Weeks Library	Library facilities Imagine: Lab Photocopier (students) Lecture Theatre

Campus Facilities Directory

Senior School

Block	Facilities
A Block	Languages Staff Languages Classrooms
B Block	Mathematics Staff Mathematics Classrooms Stage 4 Team (Years 7-8)
C Block	English Staff English Classrooms Science Laboratories
D Block	Business and Humanities Staff Business and Humanities Classrooms Careers Room
E Block	Science Staff Science Classrooms Science Laboratories
V Block	Art Staff Art Rooms Photography Dark Room
H Block	PE Classrooms Academic Support Services Uniform Shop
F Block	TAS Staff Hospitality and Textiles Rooms Industrial Technology Rooms
ICT Block	ICT Team and Help Computer Classrooms Agriculture Classrooms Stage 5 Team (Years 9-10)
M Block	Music and Drama Staff Music Rooms Drama Rooms
Cameron Centre	PDHPE Staff
Senior Centre	Head of Curriculum (Years 7-10) Head of Curriculum (Years 11-12) Director of Teacher Accreditation and Development Stage 6 Team (Years 11-12)
Treetops Restaurant	
Library	Deputy Principal-Head of Senior School Head of Aboriginal and Torres Strait Islander Education Head of Stage 5 Psychology Team Library Staff



Getting School Ready

2024 Term Dates

Early Learning Centre

Term 1: Tuesday 30 January – Friday 12 April

Term 2: Monday 29 April – Friday 28 June

Term 3: Monday 22 July – Friday 27 September

Term 4: Monday 14 October – Friday 6 December

Junior School and Senior School

Term 1: Tuesday 30 January (Years 1-12) - Friday 12 April
Wednesday 31 January (Kindergarten)

Term 2: Tuesday 30 April – Friday 28 June

Term 3: Tuesday 23 July – Friday 27 September

Term 4: Tuesday 15 October – Wednesday 4 December

Junior School

Timetable

Period	Start	Finish
Roll Marking	8:30am	8:40am
1	8:40am	9:10am
2	9:10am	9:40am
3	9:40am	10:10am
4	10:10am	10:40am
Lunch	10:40am	11:40am
5	11:40am	12:10pm
6	12:10pm	12:40pm
7	12:40pm	1:10pm
Recess	1:10pm	1:40pm
8	1:40pm	2:10pm
9	2:10pm	2:40pm
Curriculum Review	2:40pm	2:55pm

Senior School

Timetable

Period	Start	Finish
Mentor Group	8:30am	8:50am
1	8:50am	9:40am
2	9:40am	10:30am
Recess	10:30am	10:50am
3	10:50am	11:40am
4	11:40am	12:30pm
Lunch	12:30pm	1:20pm
5	1:20pm	2:10pm
6	2:10pm	2:55pm

School Travel

Everyday students from all over the Hunter Valley, Newcastle and beyond travel to school at HVGS.

Travel options include:

- Being driven to and from School.
- Students driving themselves to and from School (once they have their driver's licence)
- Catching a public School bus service.
- Catching a HVGS run bus service.
- Walking
- Riding a bike/scooter

Parents/carers are responsible for students welfare while getting to and from School.

Public School Bus Services

The School Opal Card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries and light rail in the Opal network. [Click here to apply for an Opal Card.](#)

There are four public bus operators that provide services to HVGS school students:

- [Hunter Valley Buses](#) (Maitland, Singleton, Morisset, Lake Macquarie and Western Newcastle areas)
P: 4935 7200
- [Port Stephens Coaches](#) (Port Stephens area)
P: 4982 2940
- [Rover Coaches](#) (Cessnock, the Vineyards and surrounds)
P: 4990 1699
- [Busways](#) (Karuah and Hawks Nest)
P: 4983 1560

HVGS Newcastle Bus Service

HVGS operates a free express bus service for students travelling from Newcastle to HVGS during term time. To access this service students must reside in Newcastle, attend HVGS and have obtained a HVGS bus pass from the School. Casual use of the service is not available at this time.

Coming to HVGS:

- Depart Newcastle: 7:45am, Union Street bus stop.
- Arrive: 8:25am

Going from HVGS to home:

- Depart: 3:10pm
- Arrive Newcastle: 3:45pm, Union Street bus stop.

School Travel cont.

HVGS Upper Hunter Bus Service

HVGS operates a private bus service for students travelling from Gresford, Vacy, and Paterson to School. Students who catch this bus to and from School must reside in these areas and attend HVGS.

Coming to HVGS:

- Departs Gresford at 7:20am, with two stops at Vacy and Paterson.

Going from HVGS to home:

- Departs: 3:05 pm and stops at Paterson, Vacy and Gresford.

Uniform Shop

HVGS Uniform Shop is open every Tuesday and Thursday from 8:00am - 4:00pm during Term time.

The Uniform Shop staff can assist with any uniform enquiries:

Phone: 02 4931 0741

Email: uniformshop@hvgs.nsw.edu.au

Before and After School and Vacation Care

Peace of mind is knowing that your children are safe and having fun in our onsite Out of School Hours Care Service while you get on with your working day.

TeamKids run our Before and After School Care and Vacation Care programs right here onsite. Parents can book Before and After School Care and Vacation Care directly with TeamKids.

Before School Care

Our Before School Care program is available for HVGS students from our ELC and K-6.

Early Learning Centre students

- 6:30am – 8:30am, school days.
- Before School Care for ELC students is in our Junior School K-2 Hall.

Kindergarten to Year 6 students

- 6:30am – 8:40am, school days.

After School Care

After School Care is available for HVGS students from our ELC and K – 6.

Early Learning Centre students

- 4:00pm – 6:30pm, school days.
- Casual days are also available.
- ELC students remain in the ELC for After School Care.
- A healthy afternoon tea is served and lots of structured and play-based play are offered.

Kindergarten to Year 6 students

- 2:50pm – 6:00pm, school days.
- A healthy afternoon tea is served and there's homework help and lots of structured play on offer.
- The Active After School Care physical education program is also integrated and gives children access to sport and other physical activity programs.

Vacation Care

Qualified staff will entertain the kids with a mix of curious activities here at school and fun excursions – like bowling! Parents can book directly with TeamKids.

Flexible days and Child Care Subsidies are available for Before and After School Care and Vacation Care programs. [Find out more](#) here.

Scan for K-6



Scan for ELC

Text Books and Stationery

Stationery

Students in Kindergarten - Year 6 have a list of stationery items required for each School Year. These can either be purchased online through a supplier and delivered directly to your child's class or families can purchase the items themselves.

Students in Year 7 will be issued with a stationery list to purchase from any supplier.

Students in Years 8 - 12 have no specific list for stationery and will be advised of stationery items by their teachers in their first few days of school. Students are asked to bring their device, a notepad and a pencil case with pens and pencils in the interim.

Junior School

Here's the easiest and most secure way to process your child's Book Pack requirements!

- Visit <https://stuartanddunn.officechoice.com.au/booklist>
- Hover over the Select Year Level drop down box on the top left of the page and select the required Year/Stage.
- Update the quantities of the products as required.
- Click the Add All To Cart button on right hand side.
- A pop-up box will appear to add your child's full name. Once you have added their full name, select Proceed.
- If you would like to add another child, repeat steps 1-4.
- Click the Cart in the top right of the page.
- Select your preferred delivery method from the Delivery Method drop down box:
- Pick Up From School - Must be ordered prior to Wednesday 24th January to be ready for collection on the first day of school.
- Pick Up From Store - You will receive a call when your pack is ready for collection.
- Home Delivery - Our Couriers cannot delivery to PO Boxes. If no one is home, we may place your order in a safe place.
- Under Parent/Guardian Contact Details enter your full name, email address and phone number.
- Click the Continue To Payment button.
- Enter your card details.
- Click the Process Payment button.

Important information regarding your order

- There is a 1.5% surcharge for credit card transactions.
- Your card will be charged once your order has been processed by our warehouse.
- All orders for home delivery will incur a \$5.95 delivery fee and will be delivered to home or work address only.
- Missing item claims must be raised with us within 7 days from receipt of goods.
- If a product is unavailable at time of packing your order, Stuart & Dunn may substitute with a similar product of the same or greater value.
- Items we are unable to substitute will be placed on backorder. Stuart & Dunn will ship these items when they become available.

Mobile Devices and BYOD

BYOD - Years 7-12

Hunter Valley Grammar School supports a Bring Your Own Device (BYOD) program for students in Years 7-12. HVGS allows a learning device on the expectation that students will make wise decisions about their personal use of the technology.

Access to the internet will be provided for a single device per student. Additional devices will be allowed by exception. Internet access will be filtered and monitored as appropriate for an educational environment.

Technical support for the learning devices is provided by the School's ICT team to the extent of:

- Connecting learning devices to the School's Wi-Fi.
- Supporting student's logging in to School provided services and software.
- Basic troubleshooting of minor hardware issues.

Whilst best efforts will be made in troubleshooting minor hardware issues in learning devices, these will be referred to the place of purchase or device manufacturer as determined by the School's ICT team.

Mobile Devices and BYOD Cont.

Device Ownership

Families purchase their own device for each of their children and the School will allow this device to be brought to School. This device can then be used as their learning device during lessons. Under the BYOD arrangements, the School accepts no responsibility for repairs, maintenance or replacement of devices. This is entirely the responsibility of the family.

Students bring their own devices onto School sites at their own risk. The School will not accept any liability for the theft, damage or loss of any student's device. Students are responsible for the care and maintenance of their devices including data protection and battery charging (device charging at School is not currently permitted). Use of any devices in lessons is determined by the classroom teacher. Students are required to follow all teacher instructions regarding the use of devices.

Device requirements

Consideration needs to be given to the recommended device requirements of HVGS to ensure that the device can support student learning.

The minimum hardware recommended requirements for devices:

- Device type: Windows, MacBook are recommended. Chromebooks are not supported.
- Battery: At least 8 hours runtime.
- Charging: Device uses a USB-C type charger.
- Screen size: 10 inches or greater (consider ergonomics for all day use).
- Processor: AMD, Intel, or Apple Silicon (Pentium/Celeron, or equivalent not recommended).
- Storage and memory: Minimum 256GB SSD storage and 8GB memory.
- Wireless: Wifi 802.11ac or WiFi 6 (WiFi dongles are not allowed).
- Keyboard: Physical.
- Other: Microphone and front facing camera.

The minimum software requirements of the device:

- Operating System: Current version of Windows, MacOS with the latest updates; enabling automatic updates is also recommended.
- Office suite: Microsoft 365 will be provided for free to all enrolled students including access to OneDrive for cloud-based storage.
- Adobe: Adobe Creative Cloud is provided for free to all enrolled students.
- Anti-Virus: Installation of a reputable AV program is highly recommended.
- It should also be considered that the life expectancy of any device and that it may not be able to be utilised for the entirety of 7-12 effectively.
- Elective subjects in later stages should also be considered with the need to meet any additional requirements of specialist software.



*Communication and
School Administration*

Communication Portals and School Administration

School Publications

Newsletter - Valley News

The HVGS School newsletter is Valley News and is distributed via email to families fortnightly on a Friday. Valley News contains important information that all families should read.

Success Magazine

The HVGS Success magazine is published at the end of each Semester and is distributed to the youngest child in each family. A digital copy of Success magazine is also available on the School's website.

Heritage Magazine

The HVGS Heritage magazine is the School's yearbook and one (1) copy is distributed to every student in Term 1 of the following year.

Celebrate Magazine

The HVGS Celebrate magazine honours Year 12 students HSC results, achievements and stories from their last year at School. It is released in December each year.

Communications

School Emails

The School and individual teachers use email to communicate important information to parents and parents are welcome to email the School and staff. Staff are not expected to respond to emails outside of business hours or while teaching. Parents/Carers who require an urgent response are encouraged to call the School during school hours.

School Text Messages

HVGS will sometimes send information to parents/carers via text message. Text messages are sent when information needs to reach parents promptly, for example, when the School is locked down or to communicate an updated time when students return from a camp or excursion. Parents/carers should not reply to these texts.

The School will also send parents a text if a student has an unexplained absence. Parents can reply to these texts.

School App

In 2024 a new Parent App will be launched.

Communication Portals and School Administration

HVGS Parent Lounge – hvgs.nsw.tass.cloud/parentlounge

Username and password

Your Parent Lounge username is your parent code and will be given to you by the School. Please request by emailing info@hvgs.nsw.edu.au . You create your own password.

Used for

Reviewing and updating contact details and medical information, school absences, school resources – useful documents, handbooks etc, academic reports, permission notes, co-curricular activity sign up, payment of School fees.

App or Web

The HVGS Parent Lounge is available through the above weblink. It is NOT available as an app.

My Student Account - msa.hvgs.nsw.edu.au

Username and password

Your username is the parent email/emails that you have on file with HVGS. Either or both parent emails can be used as a username. To check what email is listed with HVGS log into the Parent Lounge and select Parent Details, then Address Details OR email info@hvgs.nsw.edu.au

Used for

Online canteen orders, adding funds to student cards, ordering uniforms.

App or web

My Student Account is available via a website only. There is not an app.

Student Café

Username and password

Students in Years 7-12 will be given a link to access the Student Café by their mentor or Head of Year. Passwords and usernames are issued to students from the HVGS IT Department.

Used for

Students access their timetable, co-curricular activities, library resources, School calendar, Curriculum Handbooks and daily notices via the Student Cafe. Student Cafe also functions as an e Diary, should students wish to work electronically.

Communication Portals and School Administration

TODDLE – Kindergarten to Year 6

Username and Password

Each student has a unique family code which will be shared with you once the Toddle permission note is returned (this will be issued via the classroom teacher).

Used for

Toddle is available to Junior School families to showcase students' learning in a digital portfolio. Your child's private Toddle account can be used to document personal and group learning through photos, videos, written work and audio recordings. When new items are uploaded you can receive a notification to see, hear and respond to your child's learning.

App or Web

You can download the 'Toddle Family' app from both Apple and Google App stores.

TODDLE – Year 7 to Year 10

Username and Password

Students will use their HVGS email to log-in and create a password.

Used for

Students in Years 7-10 use Toddle as their Learning Management System. In Toddle, Senior School students can access learning resources, assessment tasks and receive feedback on assessments.

App or Web

You can download the 'Toddle Family' app from both Apple and Google App stores.

Contact with Teachers

Please contact the School Main Administration Office if you need to urgently speak to a teacher. We will reach out to teachers, however as most teachers are teaching and working with students all day, they may not be able to return a parent/carer's call until the end of the day.

If your contact is non-urgent please email your child's teacher. All HVGS staff have access to emails which are in the form of: [staff surname][first initial]@hvgs.nsw.edu.au. ie: Teacher, Mary Jones email address would be jonesm@hvgs.nsw.edu.au. Staff email details can also be found on the Parent Lounge. Staff are not expected to respond to emails outside of business hours.

You will have the opportunity to meet staff at events such as "Meet the Teachers", "Meet Heads of Stage" and Parent Teacher Interviews. You will find information about these in our newsletter and via email in the weeks leading up to events.

Student Absences

HVGS offers three ways to notify of a student absence:

1. [Parent Lounge](#) – this is the preferred method of notification.
2. Email – to absences@hvgs.nsw.edu.au.
3. SMS – reply once a daily SMS has been sent to you notifying you that your child has been marked absent.

Parent Lounge

You can notify the School that your child/children will be absent for a full day or will leave early or arrive late through the Parent Lounge by selecting new absence notification. If you have more than one child at the School, please ensure you have the correct child selected at the top of the screen.

Late arrivals are initially recorded as a whole day absence. This is changed when the student reports to the Main Administration Office upon their arrival at school. It is very important that they sign in on arrival, otherwise the absence will remain as a whole day.

Email

For any concerns or clarification regarding absences, please email absences@hvgs.nsw.edu.au.

SMS

Parents of students who are marked absent during roll call or mentor group, will receive an SMS at approximately 10:00am notifying that their child has been marked absent and will be asked to explain the absence by reply text. If parents have already lodged an absence notification through the Parent Lounge or via email, they will not receive a text.

Students arriving late/leaving early

Any student who arrives after 8:30am is to present to the Main Administration Office otherwise the student will be marked absent and parents will be notified via text.

Students who are leaving early must check out at the Main Administration Office. Parents can collect children from the Main Administration Office and are not to attend student classrooms.



Libraries and Borrowing

Libraries and Borrowing

Student borrowing protocols at HVGS aim to encourage our school value of responsibility and develop the International Baccalaureate ATL cluster of self-management skills. weekslibrary@hvgs.nsw.edu.au is the best contact for communication.

K-2 Library

Students can borrow up to four items when they bring a Library bag. Each class attends weekly Library borrowing lessons and can access the library for borrowing and a range of activities at lunch.

One renewal period is possible if there are no reserves placed on the item and the borrower has no other overdue items. Students may borrow up to ten books during holiday periods if they have no outstanding items. Reservations may be made by students, staff or library staff and all notifications are made via email.

The Library is open Monday and Friday mornings for families to access Teacher Librarian specialist advice in selecting reading materials for students.

Weeks Library

Students in Years 3-6 can borrow up to four items each week in their Library borrowing lessons or during lunch time and after school.

Students in Years 7-12 may borrow up to six items during term time and over school breaks. Senior students can negotiate the length of time they borrow items, to assist with the development of their organisational and time management skills.

One renewal period is possible if there are no reserves placed on the item and the borrower has no other overdue items. Students may borrow up to ten books during holiday periods if they have no outstanding items. Reservations may be made by students, staff or library staff and all notifications are made via email.

The Weeks Library is open from 8:00am to 4:15pm Monday to Friday. Senior students may borrow during any break times or in scheduled classes.

Overdues Lost/Damaged

All students will be sent three emails per term regarding overdue items. Families with overdue items will then be contacted via phone call. Overdue items at the end of each term are billed to family accounts. Overdue or damaged items must either be replaced with an identical copy, or the family will reimburse the School for the cost listed in the email.

Overdue notices are sent to borrowers every third week of Term (i.e. Week 3, 6 and 9). If books are not returned by the end of Week 9 of each Term, parents/guardians will receive a phone call requesting the item/s return.

Reservations

Borrowers are encouraged to reserve titles by logging into Oliver, or through Library staff.

Procedures

Borrowers will receive an email notification when reservations become available. Reservations will be held for seven calendar days at the circulation desk, then returned to the shelves.



*Sport, Co-Curricular and
Performing Arts*

Sport, Co-Curricular and Performing Arts

Sport

Students across Kindergarten to Year 12 will take part in a range of sporting activities in their time at HVGS. Junior School students will have a designated sport day, which teachers will communicate with you at the start of the School year, or for those students commencing mid-year, as part of your induction.

Junior School and Senior School students will take part in sporting carnivals, including Athletics, Cross Country, and Swimming, with selected students going on representative carnivals.

For all enquiries regarding HVGS Sport, please contact gyngella@hvgs.nsw.edu.au

Co-curricular

Students at HVGS thrive in a wide range of region-leading co-curricular activities and clubs.

The School provides a comprehensive co-curricular program, which involves students in a variety of exciting sporting, academic, artistic, cultural and recreational endeavours.

The Co-curricular Handbook is available on the Parent Lounge and is updated in line with registration of activities at the beginning of each School Term. New clubs, and activities may be added from time-to-time throughout the year, parents will be notified of these new offerings via our communication channels.

For all enquiries regarding HVGS Sport, please contact obrienn@hvgs.nsw.edu.au

Performing Arts

Individual Lessons

Individual weekly instrumental, drama and vocal lessons are designed to meet the needs of the individual student. Lessons are carried out by HVGS Specialist Music and Drama Teachers that are strongly connected to both curricular and co-curricular music and drama. Lessons are 30, 45 or 60 minutes in duration and can be carried out before school, after school or during the school day.

Opportunities available from K-12 for beginner, intermediate and advanced levels.

For details on how to enrol please contact admin@hvgs.nsw.edu.au.



*Student Welfare, Wellbeing
and Behaviour*

Student Welfare and Wellbeing

Student Welfare and Wellbeing at Hunter Valley Grammar School is structured around the Australian Student Wellbeing Framework.



The School ensures equity of access through clear and robust structures of support and embracing difference through inclusive practices, structures and approaches. The fostering of student agency, autonomy and mastery are central to the work of the school, which includes providing opportunities for students to have a voice in decisions that affect them and equipping them to be agents of change. Leadership at the school plays an active role in building a positive culture where the whole school community feels like they belong because they feel heard, seen and valued.

Central to HVGS' approach to student welfare and wellbeing are holding staff and students to account for embodying the school's values for life: responsibility, integrity, compassion, gratitude, optimism, respect, citizenship and courage. In addition, as an International Baccalaureate (IB) World School, all members of the HVGS community are supported to live the attributes of the IB Learner Profile. We expect students and staff to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, Reflective.

You can view the HVGS Student Welfare and Wellbeing Policy on the [Parent Lounge](#).

Guiding Principles

At HVGS all staff have a duty of care to ensure students are safe and to pro-actively identify and report behaviours and attitudes that may impact a child's safety and welfare.

Student welfare and wellbeing is enhanced at Hunter Valley Grammar School through:

- Fostering a connected, whole school (ELC to Year 12) culture;
- Maintaining open, green spaces that connect students to the natural environment;
- Providing diverse pathways to excellence;
- Creating a safe, secure and caring environment where all members of the community feel like they belong;
- Differentiating instruction to ensure equity of access to the curriculum;
- Cultivating a restorative culture;
- Embedding positive behaviour practices across the school;
- Holding students and staff to account for embodying the HVGS "Values for Life" and the IB Learner Profile;
- Actively creating opportunities for student voice and agency;
- Providing timely and relevant professional learning for staff.

Student Welfare and Wellbeing Cont.

A Student Referral System is in place to enable staff to refer students of concern to the relevant Wellbeing Team, and to enable appropriate levels of escalation. The guiding principle of the Student Referral System at HVGS is to empower teachers to address behaviour as it arises anywhere on the Campus. Parents should contact their child's teacher in the first instance.

Student Illness, Injury or Medication at School

HVGS has a full-time Registered Nurse on staff who is available Monday-Friday 8:00am to 3:00pm. The School Nurse is located in the Main Administration Building. Sick bay is managed by our School Nurse and is available to students during regular School hours. The School Nurse can also provide support to students during some sporting carnivals and activities and on some excursions (but not all).

If a student is sick or injured at School

Junior School students will initially go to the Junior School office for minor injuries or illnesses and can be treated there by Junior School staff. If needed staff will refer students to see the School Nurse in sick bay.

Senior School students will initially report to their classroom teacher who will refer them to see the School Nurse for any illnesses or injuries.

The School Nurse will contact parents for all serious illnesses and injuries and if the student needs collecting from School. If urgent medical attention is required the School will phone an ambulance.

Students requiring medication

For students who require medication while at School, HVGS requires the correct procedures and forms to be completed. All forms below can be found on the Parent Lounge or by contacting the School.

Medication Administration

HVGS requires written instructions from the prescribing GP/specialist stating students details, diagnosis, drug, dosage and frequency/ times of administering

The Medication Administration Form is to be completed by parents and is to accompany the GP/ specialist letter.

Medications cannot be accepted by the school unless a GP/ specialist letter AND the medication administration form are completed/ supplied. The School requests these forms to be updated yearly or whenever changes are made to the student's medication regime.

Any changes to medication administration must be made in writing to the School Nurse. Medications can include but are not limited to EpiPens, Ventolin, Ritalin and antibiotics. No medicines are to be used at School without a permission letter from parents/caregivers.

Student Welfare and Wellbeing Cont.

Providing medications to HVGS while on excursions/camps

Medications must be supplied in their original box with a pharmacy label stating the students' details, medication name and administering instructions. These are not to be provided in a zip lock bag. If you do not have a spare box, the chemist will be able to provide you with one or a label with these details.

Medications are to be handed to the school teacher for camps, along with a completed Parental Medication Consent Form – Camps/Excursions. For administration of medications on School grounds, medications can be handed in to the Main Administration Office.

Students requiring Anaphylaxis and Asthma Medication

EpiPens or Ventolin are to be provide the school with the appropriate NSW Medical Plans:

- Anaphylaxis Plan with an EpiPen, and
- NSW Asthma Action Plan and prescribed preventors and relivers.

Student Expectations and Behaviour

Approach to Behaviour

At HVGS we believe all staff and students have a right to work and learn free from physical, social, emotional and psychological harm. We also believe that each child's learning journey is unique and not all students are able to regulate their emotions and behaviours in the same way at the same time.

HVGS adopts a Positive Behaviour for Learning approach, as outlined by the NSW Department of Education. HVGS has clearly stated behaviour expectations for students and staff that are aligned to the HVGS Values for Life and developmentally appropriate. Students are supported to meet these expectations through explicit teaching and modeling of positive behaviours, and the use of shared language.

At HVGS we assume that students can and want to do well at school and behave in line with the school's values but may not yet have the skills or competencies to do so. The school provides explicit support to help these students develop the required skills and competencies, while expecting students to demonstrate a willingness, and commitment, to growth. It is an expectation that all students will own their behaviour, the consequences of their behaviour and seek amends for the impact their behaviour has on others.

All students are not permitted to engage in illegal or intimidating behaviour on school grounds (including vaping), accessing pornography or other inappropriate material, or bringing any devices or weapons to school which threaten the safety of others.

Students who do not meet behaviour expectations are engaged in restorative processes. At HVGS the goal is to build student capacity to reflect on their conduct, understand the power of language to create and erode trust, and to develop the tools to "talk it out" as a means of building understanding and setting goals for the future.

Consequences for not meeting behaviour expectations vary depending on the severity of the behaviour. Developmentally appropriate procedures for addressing behaviour challenges are available in each school. Context will be taken into account when dealing with challenging behaviours and determining the consequence for these behaviours.

Consequences for major behaviour issues will be determined in consultation with the Principal. The goal of HVGS' positive behaviour model and use of restorative practices is to be prevent problematic behaviour before it arises.

Parents are partners in the positive behaviour journey and staff will communicate in a timely, regular and consistent way with the parents of a child who has engaged in challenging behaviour, and with those children impacted by these behaviours.

For more information, please refer to the HVGS Student Welfare and Wellbeing Policy on the [Parent Lounge](#) for approaches to behaviour management.

Student Expectations and Behaviour

Junior School

Rules and Expectations

Hunter Valley Grammar School is a community of respect. All members of the HVGS community have the right to enjoy a safe, ordered environment, free of harassment where people treat one another with kindness, honour and respect.

We demonstrate self-respect by:

- Striving to reach our potential in all areas, including academic and co-curricular activities and citizenship.
- Taking pride in our behaviour and appearance.
- Focusing on our health and safety.

We demonstrate respect for others by:

- Helping to create an environment of encouragement and support within our School community.
- Listening with consideration to the opinions and ideas of others in the community even when they are different from our own.
- Respecting the privacy and property of others in the community.

We demonstrate respect for the School by:

- Adhering to the rules of the School at all times.
- Maintaining the grounds and facilities by cleaning up after ourselves and others when necessary.
- Being a positive, honourable representative for the School in all endeavours and at all times.

Actions to intervene

Should a student harass someone, one or more of the following may occur:

- Discussion about the behaviour with parents, the Head of Stage, or a member of the Junior School Executive.
- Removal from the classroom/playground.
- Loss of privileges.
- Mediated meetings and the opportunity to offer apologies.
- Creation of a Behaviour Support Plan.
- Exclusion from the facilities/property that have been misused for a period of time
- Loss of student's personal time.
- Discussion about the student's behaviour with the Head of the School. Parents may be informed or required at that discussion.
- Discussion about the student's behaviour with the Deputy Principal and Principal.
- Internal and external suspensions.
- Expulsion.

Student Expectations and Behaviour Cont.

Junior School

Behaviour & Discipline

Responses to poor behaviour in Junior School are as follows:

Level 1

Level and Responsible Personnel

- Teacher/Staff on Duty

At School Examples

- Minor behaviours - Classroom teachers/Playground teachers will work with students to remind, redirect, reteach and provide choice.

Response Strategies

Remind

- Prompt the correct behaviour expectation with a verbal and/or visual cue.

Redirect

- Reframe or refocus the students to positive behaviour.

Reteach

- Teacher demonstrates, student practices, positive feedback.

Offer Choice

- Student chooses between two alternate behaviours.

If the behaviour continues, apply one of the following consequences:

- Time off the playground space (limited to 10 mins)
- Think space in own class (brief time)
- Buddy class (brief time)
- Restorative Conversation.

Communication

- Communication with parents via email on TASS or phone (record on TASS).
- If the behaviour continues (3 minor incidents in one week).
- Class teacher moves to Level 2 as a Major (inform HoS).
- Teacher completes minor pastoral care entry on TASS and marks it as incomplete.

Student Expectations and Behaviour Cont.

Junior School

Behaviour & Discipline

Responses to poor behaviour in Junior School are as follows:

Level 2

Level and Responsible Personnel

- Head of Stage

At School Examples

- Persistent Level 1 behaviour despite intervention.
- Major Behaviours - Head of Stage to work with students and families regarding major incidents.
- Teacher refers behaviour to HOS.

Response Strategies

- Investigate the incident to complete TASS record.
- Facilitate a restorative conversation and develop a plan to resolve.
- Determine an appropriate.
- consequence.

Some examples include:

- Time off the playground
- Community service eg. Litter collection, and
- Sorting equipment, creating and tidy resources.

Communication

- Contact parents via phone. (Record on TASS).
- Provide teacher with feedback.
- If behaviour continues or is deemed severe, HOS refers the issue to Head of Welfare and Wellbeing (HOWW).

Student Expectations and Behaviour Cont.

Junior School

Behaviour & Discipline

Responses to poor behaviour in Junior School are as follows:

Level 3

Level and Responsible Personnel

- Head of Wellbeing and Welfare

At School Examples

- Persistent Level 1 and Level 2 behaviour despite intervention.
- HOS refers behaviour to HOWW.

Response Strategies

- Investigate the incident to complete TASS record.
- Facilitate a restorative conversation.
- Determine an appropriate consequence.

Some examples include:

- Remove a privilege. For example, representative activities, excursions, incursions, Review of leadership role, Prolonged community service, Technology, playground.
- Positive Behaviour Plan
Early student collection from school
- Partial attendance plan.

Communication

If behaviour continues collaborate with Deputy Principal/Head of Junior School.

Student Expectations and Behaviour Cont.

Junior School

Behaviour & Discipline

Responses to poor behaviour in Junior School are as follows:

Level 4

Level and Responsible Personnel

- Deputy Principal/Head of Junior School

At School Examples

- Persistent Level 1, Level 2 or Level 3 behaviour despite intervention.

Response Strategies

- Reflects and investigates the incident to complete TASS record
- Conference with student, family and staff
- Facilitate a Restorative conversation with student and family
- Determine an appropriate consequence.

Some examples include:

- Remove a privilege
- Positive Behaviour Plan, and/or
- Internal or External Suspension.

Communication

- Provide written communication to family with response to the major behaviour.
- Provides HoWW feedback to be shared with HoS and classroom teacher.

Student Expectations and Behaviour Cont.

Junior School

Behaviour & Discipline

Responses to poor behaviour in Junior School are as follows:

Level 5

Level and Responsible Personnel

- Principal

At School Examples

- Persistent Level 1, Level 2, Level 3 or Level 4 behaviour despite intervention.
- Head of Junior School refers behaviour to Principal.
- Serious harm to others or property.

Response Strategies

- Conferencing involving parents/student/relevant school personal.
- Determine appropriate consequence:
 1. Suspension and/or
 2. Transition to new setting for a student.

Communication

- Inform HVGS Board regarding any expulsion considerations.
- Notify referrer of action.

Student Expectations and Behaviour Cont.

Senior School

Behaviour & Discipline

Please refer to the Senior School student diary. Students will receive their diary during the first week of Term 1.

Student Expectations and Behaviour

Mobile Devices and Smart Watches

While we understand parents may wish their child to have a device for safety reasons, there is no need for their use during School hours. If emergencies arise, students and parents should contact each other via the main School reception.

Junior School

Mobile phones and smart watches are not to be used by students while at School. If a student has a phone at school or smartwatch, it should always remain in their bag.

Senior School

Mobile phones and smart watches are not to be used by students while at School unless permitted or requested by a member of staff.

During School hours mobile phones must be securely kept in lockers or bags. Phones should not be out and used only when making purchases at the canteen and are only to be taken out when at the counter.

Smart watches must not be connected to mobile phones.

Acceptable Use of the Internet

Hunter Valley Grammar School requires the responsible use of technology in general and the Internet in particular.

Unacceptable uses of the Internet include, but are not limited to:

- Searching for inappropriate or unacceptable material (pornography, extreme violence, illegal activities, etc.). Retrieving, displaying, printing, or transferring such material.
- Use of Internet facilities without permission.
- Invading the privacy of individuals.
- Using the network for financial or commercial gain.
- Vandalising that data of another user, including the users of the School's network.
- Use of unacceptable language.
- Violation of copyright and plagiarism.
- Monopolisation of an Internet access terminal.
- Any other inappropriate or improper use as deemed so by the IT Manager, Librarian or member of the Executive Team.
- Utilising social media sites and/or emails for bullying or harassment.
- Attempts to circumvent the School's filters and safeguards.

Student access to the Internet is available in the School library and in classrooms. The use of email accounts other than those provided by the School, FTP, Chat, social media, and other activities are not permitted on School-operated devices.

Use of the Internet is both a responsibility and a privilege. All users of the Internet are therefore expected to use it in a responsible, efficient, ethical, and legal manner. Failure to accept this responsibility may result in the removal of the user's access privileges to the Internet. Any malfunction or other problem should be reported immediately.

HVGS

School Song

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

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

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



Hunter Valley
Grammar School

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