

## Parent Information Booklet | Year 2 2023

Welcome to Year 2. The purpose of this booklet is to highlight important information which will help you throughout the school year.

Information regarding our Academic Programs is available in our Academic Programs Curriculum Handbook. **This can be accessed via HG Engage.**

We look forward to working in partnership with you, to help your child achieve their potential, through extraordinary education.

### Year 2 Class Teachers

Two Jungaa	Mrs Lauren Reeves (Year Co-ordinator)
Two Gawura	Ms Heidi Town
Two Guruwin	Mrs Leica Ridley
Two Darawan	Ms Deborah Cromie

### Leadership 2023

Head of Junior School	Mrs Sarah Black
Assistant Head of Junior School	Mr Jason Milner
Head of K-2	Mrs Nicole Nolan
Head of 3-6	Mrs Tamara Nahirny

### Junior School Specialist Teachers & Support Staff

Art	Mrs Jenny Carden
PE	Mrs Sarah Glettner and Mr Craig Price
PD/H	Mrs Sarah Glettner and Mr Craig Price
French	Mrs Louise Lane
Music	Miss Sarah Arnold and Miss Isabel Szanto
Drama	Ms Sally-Anne Judd
Educators	Ms Nicole Keyvar

Administration Assistant | Mrs Joanne Ince | 9654 5195 | [hq.junior.school@hillsgrammar.nsw.edu.au](mailto:hq.junior.school@hillsgrammar.nsw.edu.au)

## Key Contacts

Reception | 9654 2111 | [reception@hillsgrammar.nsw.edu.au](mailto:reception@hillsgrammar.nsw.edu.au)

Student Office | 9654 5215 | [studentoffice@hillsgrammar.nsw.edu.au](mailto:studentoffice@hillsgrammar.nsw.edu.au)

Student Absences | 9654 5336 | [absences@hillsgrammar.nsw.edu.au](mailto:absences@hillsgrammar.nsw.edu.au)

School Clinic | 9654 5122 | [schoolclinic@hillsgrammar.nsw.edu.au](mailto:schoolclinic@hillsgrammar.nsw.edu.au)

Financial Services | 9654 5179 | [accounts@hillsgrammar.nsw.edu.au](mailto:accounts@hillsgrammar.nsw.edu.au)

## Routines and Services

### Year 2 School Times

8:45 am – 3:10 pm (K-2)

Morning lessons begin **promptly** at 8:45 am. Students are required to arrive by 8:40 am, giving them time to prepare for the day's activities. Late arrivals are monitored by the Head of Junior School. If a pattern of late arrivals is identified, parents will be contacted.

Students are supervised in the playground from 8:30 am. If students need to be at school before 8:30 am, Before School Care is available to families.

Parents who bring children to school by car are asked to drop off their child in the drop off/pick up bay (entry through Gate 1) at the roundabout.

### Expectations for Year 2

As teachers we regard each child as a unique individual with different levels of ability, skills, interests and learning experiences. We aim to develop each student's:

- Independence
- Organisational skills
- Academic skills
- Resilience
- Responsibility for their own belongings
- Positive friendships
- Creativity
- Growth mindset
- Mental wellbeing
- Respect for others
- Inquiry learning skills
- Visible thinking skills.

# RISE

The RISE initiative in the Junior School has been introduced to encourage students to follow our School Values. Each child will receive a RISE card, which show our School Values. There are three cards – Bronze, Silver and Gold. Students will start with a Bronze card and work their way up to a Gold card. When students show our School Values they will receive a stamp on their card.

Name \_\_\_\_\_

R Respect	I RESPECT MYSELF AND OTHERS
I Integrity	I AM HONEST, SINCERE AND TAKE RESPONSIBILITY
S Service	I RECOGNISE AND RESPOND TO THE NEEDS OF OTHERS
E Excellence	I ALWAYS STRIVE TO BE THE BEST I CAN BE

Name \_\_\_\_\_

●	●	●	●	●	●	●	●	●	●
●	●	●	●	●	●	●	●	●	●
●	●	●	●	●	●	●	●	●	●
●	●	●	●	●	●	●	●	●	●

Our School Essential Agreements are displayed in each classroom and specialist classrooms and these are referred to throughout the day.



## Essential Agreements

### Respect

### I RESPECT MYSELF AND OTHERS

- We listen to each other
- We consider and include others while respecting their rights
- We take care of each other and keep each other safe
- We care for belongings, classrooms and environments
- We are polite and use our manners
- We are cooperative and work well together
- We learn and let others learn
- We display sportsmanship

### Integrity

### I AM HONEST, SINCERE AND TAKE RESPONSIBILITY

- We take responsibility for our actions
- We are proud of our efforts
- We do the right thing even when no one is watching
- We are honest and tell the truth
- We are always kind
- We represent our school with pride
- We show loyalty and commitment

### Service

### I RECOGNISE AND RESPOND TO THE NEEDS OF OTHERS

- We help others
- We volunteer because we care
- We display initiative
- We show gratitude

### Excellence

### I ALWAYS STRIVE TO BE THE BEST I CAN BE

- We strive for our personal best
- We actively participate
- We learn from our mistakes
- We have a go even if something is difficult
- We allow others to do their best and recognise their efforts

## Communication between Home and School

Communication between staff and parents is essential in providing the best care for your child. We utilise a range of methods to communicate with families.

- **HG Engage – All families should have at least one parent/caregiver with an active HG Engage account.** Our HG Engage App is the central, and ONLY, source of all School-related information. HG Engage provides families with access to timetables, curriculum and learning information, excursions, school-wide events, updating parent contact information, direct messaging and so much more. We will notify families via direct message (the bell in the HG Engage app) about information that needs to be shared promptly. Information in this booklet is available via the Intranet Portal pages on HG Engage.
- **Email** – Emails are used for teachers or parents to contact one another over specific matters.
- **Weekly Bulletin** – Issued every Friday via email, this covers any activities for the upcoming fortnight. The email will be from Hills Grammar Reception.
- **Newsletter** – Issued twice a term via email, this highlights the wonderful activities all Hills Grammar students have participated in across the term.
- Parent Section on the **Hills Grammar Website** – this is where parents can find archived issues of the Bulletin and Newsletter as well as other school wide communication.
- **SeeSaw App** - Junior School utilises the SeeSaw App as a means of showcasing student work and photos of special events.
- **Goal Setting meetings** are held in Term 1
- **Parent Teacher meetings** are held in Term 3.

## The Student Office and School Administration

All School Administration departments are located in the Nexus building, including the offices of the School Executive and the Principal. Our Enrolments team, Finance team, Advancement and Engagement, ICT team and the School Reception are in this building.

Located on level 1 is the Student Office (hours are 8.00 am to 4.00 pm) and the offices of the Head of Junior School, Head of Senior School and ICT help desk.

### Absence from School

Should your child be sick or unable to attend school for any reason, please inform the school by sending an email to [absences@hillsgrammar.nsw.edu.au](mailto:absences@hillsgrammar.nsw.edu.au) by 9.00 am. If we have not received notification by this time, an absence SMS will be sent. The email will be retained as confirmation of the absence. Telephone notifications need to be followed up with an email or written note upon your child's return to school.

### Early leave / late arrival process

Students who arrive late at school must sign in as late at the Student Office. Students must provide the Student Office with written permission to sign out. In the absence of a note, parents will be phoned before the student is allowed to leave the school's grounds.

## Medical Information

### School Clinic

If your child has presented to the clinic but is assessed by the clinic staff as fit to return to class, you will receive a notification within SEQTA. If your child needs to go home, you will be phoned by the clinic staff.

### Allergies

If you have not already advised the school, please let the School Clinic know if your child is allergic to any type of food. Class units of work sometimes involve cooking and the tasting of food. Medication and insect sting allergies should also be notified.

### Nuts

To minimise the risk of exposure to students with life-threatening allergies to peanuts, peanut butter and/or other nut products, we ask families not to bring nuts or nut products to the school site or to school activities.

### Infectious Diseases

Please notify the school, as soon as you are made aware that your child is suffering from an infectious disease (e.g., Pertussis, Measles, Gastroenteritis, Influenza). The school has a 24 hour symptom free policy around vomiting and diarrhoea. Children who have caught certain diseases need to stay away from school until they have completely recovered.

### Medication

Any medication required by your child will require a written request to the School Clinic via email, including instructions for administration. You will need to provide the appropriately labelled medication(s) to the School clinic (e.g., EpiPen, antihistamine and/or prescribed medication).

Staff only give Paracetamol to a student with written consent from a parent/carer.

### Illness/Injury

If your child is not well during school hours or has an injury, you will be notified via SEQTA from the School Clinic. Our Clinic Staff will advise you if your child needs to be collected from school.

## The School Psychologists

Hills Grammar offers short term psychology services to students from ECEC to Year 12. Our School Psychologist's work directly with the Head of Junior School. They also work collaboratively with external therapists and closely with all relevant teaching staff.

It is important to understand that these services are provided within a school setting, and this means that contact with staff involved in a student's care is considered an important part of supporting the student within the educational context.

If you have a child in Junior School and you have concerns for their wellbeing, please contact your class teacher as a first point of reference to discuss these concerns.

## Co-Curricular Program

Within the context of the school's ethos, the Co-curricular Program is uniquely placed to offer a wide range of activities catering for a vast array of student interests, talents and needs. The program aims to make a significant contribution to the full development of each student.

The central aim of the program is to broaden the development and interests of each student through the provision of a wide range of purposeful activities in; SPORT, LEADERSHIP and SERVICE, MUSIC, CREATIVE SPOKEN and PERFORMING ARTS, STEM (Science, Technology, Engineering and Mathematics) and OUTDOOR EDUCATION.

### Co-Curricular Connect Period

Every Thursday from 1.40pm – 2.25pm there is a Co-curricular Connect period. It is at this time that your children can engage in their required Co-curricular activity.

- For Years 1-12 the selection process for Thursday Co-curricular Connect Activity is as follows:
- An email will be received by Parents (Years 1-4) and Students (Years 5-12) with the up to date Co-curricular Handbook and the link to the selection form.
- Students/Parents to familiarise themselves with the activities available to their Year Group using the Handbook
- Selection to be made via the instructions.
- Co-curricular activity will appear on students' timetable (Thursday Connect time).

### Outside of Hours Co-Curricular

Students have the opportunity to involve themselves in a range of outside of school hours Co-Curricular activities including Sport, Music, Drama and STEM activities. Students can participate in as many of these activities as they like.

**All information regarding co-curricular is available via HG Engage.**