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Welcome to the Senior School and in particular a warm welcome to our new families and those in Year 10, as they become part of our Community. We look forward to supporting your daughter as she develops greater independence and self-reliance in her education. She is embarking on an exciting journey through which she will develop the knowledge, skills and resilience to craft her future. For those students in Year 10, it is the beginning of their Senior School years, and for those in Year 12 they are embarking on their final school year.

The Senior School is the culmination of your daughter’s schooling. At the conclusion of this part of her schooling journey she will be expected to participate fully within society as an adult. As she moves through the Senior School she is expected to show greater independence and self-reliance in her education; taking greater responsibility for herself, her work and the School community. She is expected to demonstrate respect for herself, others, the School and the wider community. Your daughter is embarking on an exciting journey through which she will develop the knowledge, skills and resilience to craft her future.

The Senior School journey for parents can also be a challenging time. It has been referred to as the white water rafting years, with patches of turbulence along with some stretches of calm. There is a large team of staff including: teachers, Heads of House, Heads of Year, Careers Counsellor, Head of Curriculum, Student Counsellor and Head of Senior School who can guide your daughter and you through this time. I encourage you to keep lines of communication open with your daughter, her teachers, her Head of Year and other members of the School community.

Your daughter will experience both challenges and successes as she embarks on this final stage of her schooling journey. We look forward to supporting your daughter through this significant time of her life as she deals with specialisation in subjects, increased rigour and opportunities for developing her leadership skills throughout the year. Should you have any concerns for your daughter, please contact the relevant Head of Year or the Head of Senior School.

Senior School Team

For Year 12 and any other Senior School matters: Caroline Brodar
Caroline can be contacted on 5577 7282, or cbrodar@sthildas.qld.edu.au

For Year 11: Tim Crowe
Tim can be contacted on 5577 7220, or tcrowe@sthildas.qld.edu.au

For Year 10: Alexa Wood
Alexa can be contacted on 5577 7223, or alexawood@sthildas.qld.edu.au

For Administration Assistance: Deanne LaRoche
Deanne can be contacted on 5577 7253, or dlaroce@sthildas.qld.edu.au.
Senior School Expectations

Respect and Responsibility underpin the philosophy of the Senior School.

In the Senior School, we are all expected to:

- show respect at all times through our interactions and communication with others
- show respect for our school community and its ideals
- accept responsibility for our words and actions
- learn from our experiences
- have calm, meaningful conversations, especially in situations of uncertainty or perceived difference
- value and develop our own talents and strengths, simultaneously developing those areas in which we have limitations
- strive for resilience. We will draw on our inner strength and the support of the school community to achieve this.
- become creative thinkers and problem solvers who strive to understand the world from multiple perspectives
- find a balance amongst the academic, physical, spiritual, artistic and social elements of our lives.

Communication

Website

There is a wealth of information to be found on the St Hilda’s School website. Information pertaining to the Senior School can be found under the Senior School pull down menu. The school also has a Facebook page, a Twitter account, a LinkedIn account and a YouTube account. There is also the St Hilda’s App for iPhone and Android.

Parent Lounge

Parent Lounge is the School’s primary means of communication between the School and home. It is an interactive, secure, password-protected web-based portal which allows access to Student Details and Records, Extra-Curricular information, School Calendar, Correspondence, Community News, Weekly Newsletters, Excursion requests and acceptance, Sports Information, Parent Directory, Parent Teacher Interviews and School links.

Parents will receive their Parent Lounge username and password via email. If you have any queries regarding your details in Parent Lounge please contact the Head of Admissions at enrolments@sthildas.qld.edu.au and contact Jeanette McLean on jmclean@sthildas.qld.edu.au for any forgotten username/password enquiries.

St Hilda’s Correspondence

School notices and correspondence will be distributed to parents via email from St Hilda’s Correspondence and pertains to school events, excursions, activities and general notices. This information is also linked in Parent Lounge for the duration of the activity.
**Newsletter**

The St Hilda’s School Newsletter is published on the website each Wednesday, with a link emailed to you in the St Hilda’s Correspondence.

**Arriving to Class and School on time**

It is important that students arrive at school by 8am to ensure they are ready and organised to commence class at 8.20am. Students are expected to be at class on time. Class times can be found on the next page.

Students who arrive late to school (any time after 8:20am) must sign in at Student Reception. They will each be given a slip which must be presented to the teacher on arrival to class.

Students who arrive late to Period 1 (i.e. after the bell) will be asked to go to Student Reception to get a late slip. This will occur even if the students were present on the school grounds at or before 8:20am.

The roll is marked at the start of each class. Students who are late to class should apologise to the teacher for being late and explain why. They may then be required to go to a nearby reception area (e.g. Senior Centre or Student Reception) to advise they are present at class.
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**Week A:**
- Week A: Week A & B
- MS/SS Assembly/Chapel
- Week A: Year 12 Early Release

**Week B:**
- Week B: MS/SS Assemblies / House Meetings

**Week A: Year 12 Early Release**
- Week A: Year 12 Early Release

**Week B: MS/SS Assemblies / House Meetings**
- Week B: MS/SS Assemblies / House Meetings
Pastoral Care Groups

Girls are allocated into a multi-level pastoral care group based on their Houses. There are between 10-12 girls per group. This provides the opportunity for the Pastoral Care Teacher to mentor and closely get to know the students as they progress together through the various stages of Middle and Senior School. It is a built-in peer support system with the older students mentoring the younger ones and providing an atmosphere of security and care whilst listening to their needs. It is designed to build a sense of belonging to the group and further enhance House spirit. Smaller groups provide an opportunity to discuss issues and concerns, to learn from shared experiences and enhance supportive behaviour.

The Objectives of this Pastoral Care group are:
- Relationship Building – Teacher/Student+ Peers
- Academic Monitoring
- House Identity
- Personal Mentoring
- Cross Year Level connection
- Tracking of Co-Curricular activities
- Fostering leadership, building self-esteem and learning how to resolve conflict
- Enabling Community Service
- Developing Resilience.

Pastoral Care groups meet just before recess, three times a week for 20 minutes on Monday, Wednesday and Friday.

Student Absences

Short Absences from School

Should a student be unable to attend school for an unexpected reason, parents are requested to contact student absentees on 55777 216, absentees@sthildas.qld.edu.au or SMS 0416 906 250 stating the reason for the absence and expected date of return.

Where possible, students should not leave School during the school day. However, if they have a significant appointment, the School should be advised in writing, in advance.

- **Day Girls** should bring an explanatory note signed by a parent to Student Reception before school. Student Reception will provide them with a permission slip to show their Class Teacher to enable them to leave class. Students must then be signed out at Student Reception by a parent or guardian.

- **Boarders’** parents should email or fax the information to Boarders’ Reception. Boarders will then collect a permission slip from Boarding Administration to give to their class teacher to enable them to leave class. They will then sign out from Boarders’ Reception to the care of a parent or approved host.

- No student should call her parents to collect her during the day. The Health Centre is available to attend to immediate health issues. Parents will be contacted by a member of staff should a student need to go home unexpectedly.
Extended Leave of Absence

Time away from the school day in the senior years can place great pressure on students as they try to catch up independently. For this reason, leave is not normally granted during term time unless there are extenuating circumstances. If the student requires an extended leave of absence from the academic program, please send the request by email. Parents of Day Girls should contact Mrs Caroline Brodar at cbrodar@sthildas.qld.edu.au, while parents of Boarders should contact both Mrs Caroline Brodar and either Mrs Annette Boyle anboyle@sthildas.qld.edu.au or Mrs Amanda Rigby arigby@sthildas.qld.edu.au. Please note that extensions for assessment are only granted when there is a medical certificate or mitigating circumstances.

It is the student’s responsibility to catch up on work missed. She is expected to communicate with her teachers and Head of Year prior to leaving regarding work she will miss. Extensions are only granted for illness, so all due dates for assessment items will stand.

Attending the Health Centre during the School Day

Day Girls and Boarders

- If a student needs to visit the Health Centre, she is to obtain permission from the Class Teacher to go to Student Reception. Student Reception will give the student a Student’s Permission Slip noted with the date and time, and the student is to present this at the Health Centre.
- When the student is ready to return to class, Sister will return the Student’s Permission Slip to her (noted with the time of arrival and departure at the Health Centre), to hand to her Class Teacher on return to class.
- If a student goes directly to the Health Centre without a form, Health Centre staff will send her to Student Reception to obtain a Student’s Permission Slip.

Students are requested not to ring parents before assessment by a nurse at the Health Centre.

Upon arrival at the Health Centre, a nurse will assess the student and advise if she is to be collected from the Health Centre. If a student’s temperature is above 38 degrees, she MUST go home with a parent/guardian. If her temperature is below 38 degrees, parents will be contacted for further advice. If other symptoms/concerns, the student MUST be sent home. Health Centre staff can observe a student for short periods until a parent is able to collect her, but we do not have the resources to care for students all day. Parents must arrange suitable collection and medical attention.

Unwell students cannot stay at school due to risk of spread of infection and for the safety of the unwell child.

If a Day Girl is unable to go to Student Reception to be collected, she may be collected from the Health Centre, via Gate 7. If the Day Girl is a student driver, phone authority from the student’s parents will be required for her to be able to drive herself home. If the Health Centre deems a daygirl is not well enough to drive, parents must collect the student.

Parent or student must sign out in the book provided.
**Medication Policy**

Medication can only be dispensed by nurses with signed permission from parent as per the Student Health Record.

Self-administration of medication by the student is against School Policy. Students are required to hand medication to Senior School Centre or to Health Centre and have staff supervision or assistance for administration of all medications.

The only medication that may be held as stock for day students is OTC medicine. This is medication that can be purchased from a supermarket (e.g., paracetamol in a pack of 24 or antacid mixture).

All other medication may only be supplied by parent/guardian in the original container with written instructions from pharmacist or doctor.

Should your daughter require an Epi-pen or asthma inhaler she is to carry this on her and provide the school with an Action Plan for Anaphylaxis or Asthma Action Plan.

**Academics**

*Homework and Study*

In the Senior School it is important that the students understand the difference between homework and study. Homework is those tasks that teachers set for completion or assignment work. Study is often not actually set by teachers. It is the revision of facts and concepts and the practise of routines that reinforce learning. Without study, one day after a lesson, students can typically recall only 20-50% of the content. Without study, this learning drops to only 2-3% within a week! By studying each night and revising the concepts taught in class, the learning retained can be increased to nearly 100%. Girls should aim to do about 10 minutes of study on each of the lessons held that day. In total, they should be completing at least 90 minutes of homework/study at Year 10, and at least 2 hours at Year 11 and 12 each night at this point in their schooling.

Homework is best conducted in a quiet public space, with Social Media, e.g., Instagram, Facebook and other social intrusions switched off.

*Open for Learning – Monday to Thursday until 8pm*

The Senior Library is open until 8pm from Monday to Thursday (with a $12.00 cost for dinner in the Boarders’ Dining Room) and 5pm on Friday for all students who may wish to use it. To book, parents are to call or email Boarders’ Reception, provide details of their daughter’s name, parent’s mobile number and daughter’s mobile number. Bookings for regular evenings can be made in advance. A minimum of 24 hours’ notice is required for all bookings.

To sign in, students sign into the Library by 6pm, swipe their Student ID Card to pay the $12 fee via Flexischools, and collect their lanyard. The lanyard is to be shown in the Dining Room when students collect their meal and when they return to the Library for study. (Students who have not signed-in by 6pm will be contacted on their mobile phone and parents advised).

To sign out, parents sign their daughter out from the Library by 8pm. Lanyards are to be returned to the Library at sign out. If a student is not collected by 8pm, she will be required to wait in

Senior School Handbook (January 2016)
Boarders’ Reception for collection. Students will not be permitted to leave the Library or Boarders’ Reception without a parent. Girls enrolled in Open for Learning, who also have tutoring in a room not on the Library floor before 6pm, should sign in and collect their lanyard before going to tutoring. This will ensure Library staff are aware of their whereabouts and how to contact them if necessary.

**Tutorials**

All students are encouraged to do their very best in all their subjects. Girls who aim to improve their grades should consider attending tutorials. There are 14 tutorials held in the Senior School each week across a wide number of subjects. They will be advertised early in Term 1 and Term 3 and the timetable will be emailed to students and placed on the Website. These tutorials can be of great assistance in helping girls reach their academic goals.

**Assessment Extensions**

In the Senior School, the issue of equitable assessment conditions becomes very important. No student wants to feel unfairly disadvantaged by another gaining undeserved extra time. For this reason, assessment dates are published well in advance (via the Outlook calendar and on the website) and students are expected to submit tasks in a timely manner. Conversely, we need a system with flexibility to accommodate the genuine difficulties students unfortunately face at times.

If students are absent for any assessment or if there are extenuating circumstances, please notify the Senior School immediately. In addition, a medical certificate (in the case of illness) or other documentation is required. Upon the student’s return to school she is expected to speak with her Head of Year and collect an extension form. This form must be completed and is subject to approval by both the Class Teacher and the Head of Faculty.

In other circumstances necessitating a request for absence from the scheduled assessment, please speak with the Head of Year or the Head of Senior School.

**Test Block**

Each year level will have a variety of assessments due each term. Years 11 and 12 have Test Block every term, often in the last 2 weeks of each term. Year 10 students will undertake Test Block at the end of Term 2 and Term 4. During this time, students are only required to be at school for their scheduled tests. Students are expected to be in School uniform when at school during Test Block. Senior Jerseys may only be worn during Test Block on Fridays (Jersey Day) and the two days of the QCST.

Please be aware that some girls find their first Test Block to be intense and demanding. To prepare, it is important that they should be completing approximately 90 minutes of homework and study each evening. Homework includes completing activities from class and additional tasks set by the teacher. It may include working on assignments. Study is revision of work. Regular revision will ensure that learning is retained over time (and minimise stress at exam time!).
Change of Subjects

Year 10 is the completion of electives that are structured as two-year courses. The students should have approached these studies with a sense of commitment and so it is unlikely that there will be a need for changing subjects.

Years 11 and Year 12
While the girls were very thorough in moving through the Career Pathway Plan process during Year 10, sometimes they change their minds about enrolling in a subject. Also, occasionally a student joins a subject only to find it was not what they anticipated. As students need to complete whole semester units for their QCE, changes may be made in the first 2 weeks of each semester. However, they are welcome to see the Head of Senior School, the Head of Curriculum or the Careers Counsellor at any time before the end of term to plan for such a change.

The exception to this principle is students who wish to change from Maths B to Maths A at the end of Term 1; girls wishing to do so should discuss this with their Maths teacher and then see Mrs Caroline Brodar, Head of Senior School.

Process to Change Subjects
An initial discussion can be held with Mrs Carol Baker, the Careers Counsellor, Mr Tony Daley, Head of Curriculum, or Mrs Caroline Brodar, Head of Senior School. Students can then collect a Variation to CP Plan form, complete it and return it to Mrs Brodar for processing. Once processed, a new timetable will be emailed to the student who will then be able to move classes.

Students who are interested in undertaking a School-based Traineeship should contact Mrs Carol Baker, Careers Counsellor.

Study periods
Students who undertake a traineeship or an extension subject in Year 12 will have a study period in their timetable.

The following guidelines are put in place to ensure that all students are using their time productively and that they are being supervised at all times.

Guidelines:
1. Students must sign in the book in the Senior School Centre at the START OF EACH STUDY LESSON.
2. Each student must designate the area of the school that they will be working in. They are to stay in that area for the rest of the study lesson. Students must not be wandering around the school grounds.
3. Students are not allowed to sit outside within the school grounds during study periods.
4. Areas of the school that students may work in:
   a. Library – Level 2 of the JR Building
   b. Art room – permission from Art teacher is required.
   c. Multi-Media room – permission from Multi-media teacher is required.
   d. Careers room – permission from the Careers teacher is required.
   e. Common room – Year 12 for quiet study only
   f. Cafeteria
   g. Level 1 of the Jennifer Reeves Building
5. Students are expected to work productively during their study period.
6. Students will report to the senior school:
   • if they need to go to the health centre, or
• before going to Student Reception to sign out prior to leaving the school for an appointment etc.

7. Students who do not follow the guidelines and/or are not working productively during their study period will have to spend the next few study periods in the Senior School Centre/in a classroom supervised by a Head of Year.

8. Students who consistently misuse their study period will have an interview with the Head of Senior School.

**Year 12 Early Release – Friday Week A**

Year 12 students have the privilege of finishing school at 2.20pm on Friday in Week A except during Autumn Fixtures, when it may occur on Friday in Week B. If they need to stay at School they are welcome to do so and may stay in the Year 12 Common Room or the Library, after signing in at the Senior School Office.

**Reports and Parent Teacher Interviews**

Student reports are available to Parents at the conclusion of Term 2 and at the conclusion of the School Year, except for new students, who will also receive an Interim Report in Term 1. At the conclusion of Year 12, an Exit Statement will be produced in place of their Report.

Formal Parent Teacher Interviews are held twice a year at the beginning of Term 2 and the beginning of Term 4. Bookings for these interviews can be made via Parent Lounge. Parents are welcome to request appointments or to contact individual teachers, Heads of Faculty, Heads of Year by telephoning or emailing the staff member directly.

**References**

At the completion of Year 12, each girl will receive a Reference from the School along with her record of achievements in the Senior School.

If students require a Reference earlier in the year she should speak with the Head of Senior School providing details of what the Reference is for and allowing adequate notice for the Reference to be written.

In order to receive an accurate Reference, students are required to complete the Reference Helper form.

**Developing Leadership**

It is the School’s desire that all of our girls display leadership qualities and indeed be leaders in whatever field of endeavour they wish to move into in their lives beyond school. They will have many opportunities to develop their leadership potential through courses offered at the School including Year 10 Retreat, special program days and the Year 11 Mentoring program. Girls will also be called upon to volunteer for committees that help shape the culture of our Senior School.

Students in the Senior School should take full advantage of these opportunities in preparation for leadership both at school and beyond. The process for selecting the following year’s student leaders will commence mid-year.
Student Welfare

Child Protection at St Hilda’s School

Statement of Commitment

St Hilda’s School Gold Coast supports the rights of children and is committed to ensure the safety, welfare and wellbeing of students. St Hilda’s School is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, St Hilda’s School is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of students in our care.

St Hilda’s School recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason the welfare and best interests of the children within our School will always be a primary consideration.

We expect our students to show respect to our staff and volunteers and to comply with safe practices and we expect all employees to ensure that their behaviour towards and relationships with students reflect proper standards of care for students, and are not unlawful. The School will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

What does the School mean by harm?

Harm is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation; or
- Domestic or family violence.

Students have the right to feel safe and free from harm at all times including when you are at School. At St Hilda’s School, creating a safe environment for our students is a responsibility we take very seriously. To help us do this, we have policies and procedures which help us to provide a safe environment for all students and members of our school community.

If you are at any time feeling unsafe or fearful of being harmed or you are concerned for another student, we encourage you to speak with a trusted adult. This could be your teacher, one of the School’s Student Protection Officers as listed below, or the Head of School, Mr Peter Crawley.

Senior School Protection Officers

Ms Wendy Lauman  
Deputy Principal (Student Protection Officer)  
wlauaman@sthildas.qld.edu.au  
Emergency Contact: 0428 056 249

Mrs Nicole Hinchcliffe  
School Counsellor (Student Protection Officer)  
nhinchcliffe@sthildas.qld.edu.au

You can read the School’s Child Protection Policy on the School website:  
http://www.sthildas.qld.edu.au/safeguarding-students-policies/
Interactions and Relationships

All interactions with students, teachers and staff must occur in a manner that demonstrates respect, kindness and manners.

If a student needs to leave the class room for any reason, she must firstly gain permission from the Classroom Teacher. If the student cannot provide a valid reason to leave the classroom, the teacher will be unlikely to grant this request.

A student must ask permission from her Classroom Teacher to use her iPod in class. It is a requirement (even where permission to use an iPod has been granted) to remove an iPod when a teacher talks to the student or to the class in general.

Students are expected to comply with requests from their teachers regarding participation, behavior, uniform or any other matter.

Uniform and Personal Presentation

Students are expected to wear their uniform correctly. Uniform expectations can be found on page 27 in the Student Diary.

The appearance of the girls reflects on each student and on our School as a whole. The girls should check that each aspect of their uniform and grooming meets school requirements and displays pride in St Hilda’s School. The tunic should be worn mid knee and be a comfortable fit. Shoes must be school style and are to be clean and polished. Girls must wear hats to and from school, and any time that they are in the sun. Being sun safe in our climate is important for long-term health and skin care. Hairstyle should be appropriate for a school girl in uniform and is to be worn off the face. Hair should be of a natural colour. Girls should not wear make-up at school and are reminded that only one pair of earrings (small sleepers, or small studs – silver/gold/pearl or with a small gem stone) worn in the lobes, is allowed. Clear plastic earrings are not permitted. Coloured nail polish is not to be worn and nails should be an appropriate length for a school girl in uniform and clean and well-shaped.

All Senior School students are to use a St Hilda’s School bag. In addition, if you require another bag the available options are the St Hilda’s sports bag and/or a St Hilda’s tote bag which is designed to carry the iPad and other essentials to classes.

The HPE uniform may only be worn when a student has a HPE class timetabled. It may not be worn to and from School. Students are to change into and out of the HPE uniform in break times so they are not wearing their HPE uniform for more than 2 periods (eg: If you have HPE in Period 4, you would get changed into it at morning tea and changed out of it at lunch time). HPE uniforms cannot be worn to Chapels or Assemblies.

Blazers are the outer wear in cooler weather; jumpers may be worn underneath. Jumpers cannot be worn as the outer garment when arriving or leaving the school grounds. Blazers are expected to be worn on Tuesdays for Whole School Assemblies and Chapels.

Senior Jerseys can only be worn on Fridays and on the two days of the QCST.
**Uniform Shop**

The Uniform Shop is located next to Gate 2 on Cougal Street and is open every day except Wednesday from 7:30am to 1:30pm.

At the beginning of each year, the Uniform Shop will open 7.30am – 4.00pm for 10 days prior to the commencement of classes. At the beginning of Terms 2, 3 & 4 they will open 7.30am – 4.00pm for the student free day and the first day of term.

In addition to the increased trading hours, there is the ability to order items via the Flexischools online ordering system. Orders placed by 3.30pm will be available for collection during the following trading day.

You can contact the Uniform Shop Coordinator, Karen Moore on 07 5577 7374 or kmoore@sthildas.qld.edu.au.

**Book Packs and Stationery**

Book pack orders are completed online via Network Educational Australia, and the details are emailed to Parents during Term 4 or upon confirmation of enrolment.

Stationery can be purchased through the Jennifer Reeves Café throughout the year as needed, or bought in by the students.

**Senior School Policies**

**Electronic device guidelines**

**iPads and Laptops**

The implementation in 2011 of compulsory iPads/laptops in the Senior School was a significant change in the way teaching and learning occurs at St Hilda’s School. Please check that the equipment is labelled, including chargers. Padlocks are to be on lockers for secure storage for their iPad/laptop. iPads are compulsory for Students in Year 10.

iPads/laptops should be taken home at the end of the day and charging the battery should be a part of the student’s nightly homework routine.

**Mobile Phones**

Whilst it is understood that most students own a phone and keep it with them during the school day, students are asked to use their phones in a manner which is both responsible and respectful. If there is a situation (emergency) where they need to use the phone during class time they are expected to communicate this with both their Head of Year and class teacher prior to the start of the lesson.

The following are the Electronic device guidelines for students:

- Mobile phones must be on silent during PC Group and lesson time
- The storage of all electronic devices is the responsibility of the owner
- A mobile phone or iPod must not be used in any manner or place that is disruptive to the normal routines of the School. Nor is it to be used as an antisocial device during break times
- No camera, filming or recording device or feature is allowed to be used without permission from the School.
- A mobile phone, camera or voice recorder should not to be taken into change rooms or toilets or used in any situation that may cause embarrassment or can be viewed as an invasion of privacy to fellow students, staff or visitors to the School.
- Using a mobile phone to bully and threaten other students is unacceptable and will not be tolerated. Serious consequences will be actioned.
- Under no circumstances should students use a personal mobile phone to contact home to make arrangements to leave school. If you are feeling unwell or you need to contact home for any reason, please do so through the Health Centre, Student Reception, or Middle or Senior School Reception.
- Students must seek permission from their teacher to use mobile phones or iPods during class time.
- If a mobile phone or iPod is used inappropriately the owner will be held responsible for its use, even if it has been used inappropriately by someone else.
- If the above guidelines are not followed, the item will be securely looked after in the Senior School Centre. The item can be collected from the Senior School Centre after speaking with the Head of Year at the conclusion of the school day.

**Student Drivers Procedure 2016**

Students are allowed to drive a car to school after they have completed the appropriate form.

Parents and students need to be aware that there is limited parking on the School grounds. Permission to drive does not guarantee a place in the Car Park.

Please read the procedures below for Day Girls and for Boarders.

**DAY GIRLS**

In the interest of the welfare of all students, the following must be completed before driving to/from School:

a) Letter of permission from parent/guardian.
b) Confirmation of any sibling travelling with driver.
c) Written authority from the Head of Senior School.
d) A separate letter of approval from parents of any passengers who are not siblings.

Under no circumstances may another student from St Hilda’s School (other than a sibling) travel as a passenger in a car driven by a St Hilda’s Day Girl, to or from School without **prior written approval from both sets of parents**.

If the parent of a Day Girl wishes to approve her daughter driving another student to School they are to come into the Senior School Centre to complete and sign a letter acknowledging that they approve of the arrangement. The name/s of the nominated student passenger will be recorded. The parent of the student passenger is also required to come into the Senior School Centre to complete and sign a letter acknowledging their agreement with the arrangement.

Cars are to be parked only in the area designated for students behind the Netball courts. The Car Park should be entered from Gate 7 on Cougal Street and exited via High Street, Southport. This includes days when there is Saturday sport. Students must not drive or park anywhere else in the School grounds.
Students are not to return to cars at any time during the School day without permission from the Head of Senior School.

Details of any cars driven must be provided.

A copy of the student’s Driver’s Licence will be kept on file.

Cars are parked at their own risk; the School is not responsible for any damage.

Students who do not comply with the School’s driving regulations may have their permission from the School withdrawn.

**BOARDERS**

In the interest of the welfare of all students, the following must be completed before Boarding students drive to/from school:

- a) Letter of permission from parent/guardian.
- b) Written authority from the Head of Boarding.

Student drivers may not drive any other student in their car with the exception of siblings. Parents must provide permission in writing on each and every occasion that a sibling is being driven.

Car keys will be kept with Boarders’ Reception.

The car can be used to drive to St Hilda’s School at the commencement and conclusion of the School term.

In addition, when the School is notified in advance, the car may be driven to and from School for weekend leave. This is to the student’s home, or when the student is driving the car directly to and from the home of a host (adult over 21 years of age) who will be responsible for the student and the car whilst she is in the care of the host. This means your daughter will be signed out of the Boarding School via parental permission.

Requests will be considered for students who are training at a representative level to use their car during the school week or on weekends to attend training.

Requests to use the car to attend other commitments such as cultural events, and medical appointments after school hours will also be considered when submitted with sufficient notice. We are unable to permit students to use their cars for shopping trips, and other social activities.

Cars are to be parked only in the area designated for students behind the Netball courts. The Car Park should be entered from Gate 7 on Cougal Street and exited via High Street, Southport. This includes days when there is Saturday sport. Students must not drive or park anywhere else in the School grounds.

Students are not to return to cars at any time during the school day without permission from the Head of Boarding.

Details of any cars driven must be provided.
A copy of the student’s Driver’s Licence will be kept on file.

Cars are parked at their owner’s risk; the School is not responsible for any damage.

Students who do not comply with the School’s driving regulations may have their permission from the School withdrawn.

**Student Involvement**

*Maintaining Balanced and Healthy Lives*

While the senior years of schooling are demanding, students are always urged to lead balanced and interesting lives. It is expected that the students will involve themselves in at least one co-curricular activity, be it sporting or cultural – each term. Indeed, experience shows that successful students are usually involved in many activities.

**School Activities**

All students are expected to participate in the many facets of school life at St Hilda’s. There are many benefits to be gained from participating in co-curricular, House and School activities.

**Co-curricular Involvement**

Co-curricular sport is a wonderful way to reduce stress, stay fit, and enjoy school life. Co-curricular activities give students opportunities to learn valuable life skills such as leadership, teamwork, organisation, motivation and negotiation. It is expected that students will involve themselves in at least one co-curricular activity, be it sporting or cultural – each term.

There is also a great deal of educational research to support the notion that students who are involved in co-curricular activities do better academically.

**Sport**

<table>
<thead>
<tr>
<th>Mrs Jillian Moore</th>
<th>Ms Mel Lilley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Sport</td>
<td>Sport Administrator</td>
</tr>
<tr>
<td><a href="mailto:jmoore@sthildas.qld.edu.au">jmoore@sthildas.qld.edu.au</a></td>
<td><a href="mailto:mlilley@sthildas.qld.edu.au">mlilley@sthildas.qld.edu.au</a></td>
</tr>
</tbody>
</table>

Sport aims to develop young women’s potential through quality sporting competition and social interaction within a supportive environment.

**QGSSSA** (Queensland Girls' Secondary Schools Sports Association)

Students who excel in the House events may be selected to represent the School in the QGSSSA competitions and from these competitions girls have the opportunity to progress to district, regional and state competitions. Selection for QGSSSA teams is based on attendance at training and performance at lead up meets. Some sports also give students the option of participation in local club competitions to enhance their involvement.
**Cultural**

Involvement in cultural activities encourages participation and accommodates students' interests that can augment academic success, enhance self-confidence, as well as enriching and building the community life of the School.

**Music**

**Ms Janette Kelly**  
Head of Music  
JKelly@sthildas.qld.edu.au

Music is an integral part of life at St Hilda’s, with opportunities for individual and group participation. Students are invited to participate in various performance opportunities held throughout the year. These include the Gala Concert, Twilight concerts, Sing Out, musical productions, participation in Eisteddfod competitions. Every second year the School stages a School Musical which alternates with the presentation of the House Musicals. There is a wide variety of ensembles, bands and choirs in which to participate. Rehearsal times are before and after school or at lunchtime.

**Drama**

**Mrs Belinda Gravel**  
Head of Drama  
BGravel@sthildas.qld.edu.au

St Hilda’s has a long established tradition with Drama. The School holds a School Musical and House Musical (every second year alternatively) and House Plays. There is scope for students to be actively involved in all facets of a production, including performance, technical (lighting, sound), backstage, set design, publicity, photography, costumes and make-up. Further opportunities are available for students to develop their skills and interests in Drama through after school workshops and master classes.

**Debating**

**Miss Meghan Parry**  
Debating Coordinator  
mparry@sthildas.qld.edu.au

Inter-school Debating gives students the opportunity to hone their communications skills, develop cogent arguments and gain confidence in addressing an audience.
Supporting House Spirit

All students are expected to participate in House activities; these include swimming, cross-country, athletics, debating, plays and musicals. Students are expected to attend House meetings held every alternate Thursday after Senior School Assembly. They are also expected to attend House Dinners held each year in Term 4.

<table>
<thead>
<tr>
<th>BANKSIA</th>
<th>House War Cry:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of House – Mrs Tiplady</td>
<td>Banksia! Are you ready?</td>
</tr>
<tr>
<td><a href="mailto:stiplady@sthildas.qld.edu.au">stiplady@sthildas.qld.edu.au</a></td>
<td>Are we ever!</td>
</tr>
<tr>
<td></td>
<td>Red White Red</td>
</tr>
<tr>
<td></td>
<td>Banawara Banawara Barrabee-hoo</td>
</tr>
<tr>
<td></td>
<td>Aracata Aracata Arracoopanoo</td>
</tr>
<tr>
<td></td>
<td>Illawarra Mittagong Yarrabee-ha</td>
</tr>
<tr>
<td></td>
<td>Banksia Banksia Ya Ya Ya</td>
</tr>
<tr>
<td>House Colours: RED/White</td>
<td></td>
</tr>
<tr>
<td>House Motto: “Omnia Seperat Diligentia” (Diligence Overcomes Everything)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KARRAGAROO</th>
<th>House War Cry:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of House – Mrs Spencer</td>
<td>Karragaroo! Are you ready?</td>
</tr>
<tr>
<td><a href="mailto:ispencer@sthildas.qld.edu.au">ispencer@sthildas.qld.edu.au</a></td>
<td>Are we ever!</td>
</tr>
<tr>
<td></td>
<td>Gold Black Gold</td>
</tr>
<tr>
<td></td>
<td>Wagga-Parra, Wagga-Parra Oomparee</td>
</tr>
<tr>
<td></td>
<td>Boomerachi Boomerachi Wallaweree</td>
</tr>
<tr>
<td></td>
<td>Yanki-tara Yanki-tay Dandi-garra-hoo</td>
</tr>
<tr>
<td></td>
<td>Karriton Karritah Karragaroo</td>
</tr>
<tr>
<td>House Colours: YELLOW/Black</td>
<td></td>
</tr>
<tr>
<td>House Motto: “Facta Non Verba” (Deeds Not Words)</td>
<td></td>
</tr>
</tbody>
</table>
**Supporting School Spirit**

All Senior School students are expected to be either spectators or competitors at, at least two QGSSSA sporting events during the year: Swimming, Cross Country, Athletics, or Head of the River. Transport is provided to and from these events, from St Hilda’s School.

All students are expected to work for 2 hours at the School Fete

All students in Year 10 and 11 are expected to attend the Year 12 Student Chapel and Reflection Service and Speech Day. In addition, Year 11 Students are expected to attend the Year 12 Graduation and Year 10s are welcome to attend if they wish to do so.

All students are expected to support the Anglican ethos of the school by attending Assemblies and Chapels.

**Fundraising**

As an Anglican school, St Hilda’s School encourages students and staff to participate in charitable activities. These activities can have very positive impacts on the lives of others, the life of the School, as well as model Christian values.

Fundraising will be ‘not for ourselves alone’. As a school contributing to the wider community, it will be co-ordinated, focused and broad. Students should not expect School support for personal projects.

**Student Committees**

Opportunities exist for students to become members of various committees. In Year 10, students can be part of the Chapel Committee. Year 11 sees a number of shadow committees, e.g. Formal, Non Nobis Solum, Chapel, and Jersey committees. In Year 12 a number of the committees are run by the Prefect portfolios and, in addition, there are the Formal and Yearbook committees.

All students have the opportunity to be a Student Ambassador and help with School Tours and Open Days. There are also opportunities to be an usher at important School events such as Year 12 Graduation, Year 12 Student Reflection and Chapel Service and Speech Day.

**Student Representative Council and Year 11 Shadow Committees**

Mr Tim Crowe  
Head of Year 11  
tcrowe@sthildas.qld.edu.au
### Boarders Representative Council

**Mrs Annette Boyle**  
Head of Boarding  
[anboyle@sthildas.qld.edu.au](mailto:anboyle@sthildas.qld.edu.au)

### Year 12 Jersey and Yearbook Committees

**Mrs Caroline Brodar**  
Head of Senior School  
[cbrodar@sthildas.qld.edu.au](mailto:cbrodar@sthildas.qld.edu.au)

### Student Ambassadors

**Miss Alexa Wood and Mr Tim Crowe**  
Head of Year 10 and Head of Year 11  
[alexawood@sthildas.qld.edu.au](mailto:alexawood@sthildas.qld.edu.au)  
[tcrowe@sthildas.qld.edu.au](mailto:tcrowe@sthildas.qld.edu.au)

### Chapel Committee

**Mrs Catherine Syms**  
Teacher in Charge of Chapel  
[csyms@sthildas.qld.edu.au](mailto:csyms@sthildas.qld.edu.au)

### Year 12 Prefect Portfolios

#### Academic and Creative Ideas

**Mr Tony Daley**  
Head of Curriculum  
[Adaley@sthildas.qld.edu.au](mailto:Adaley@sthildas.qld.edu.au)

### Boarding

**Mrs Annette Boyle**  
Head of Boarding  
[anboyle@sthildas.qld.edu.au](mailto:anboyle@sthildas.qld.edu.au)

### Chapel

**Mrs Catherine Syms**  
Teacher in Charge of Chapel  
[csyms@sthildas.qld.edu.au](mailto:csyms@sthildas.qld.edu.au)
<table>
<thead>
<tr>
<th><strong>Cultural Arts</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Janette Kelly</td>
<td>Head of Music</td>
<td><a href="mailto:JKelly@sthildas.qld.edu.au">JKelly@sthildas.qld.edu.au</a></td>
</tr>
<tr>
<td>Mrs Belinda Gravel</td>
<td>Head of Drama</td>
<td><a href="mailto:BGravel@sthildas.qld.edu.au">BGravel@sthildas.qld.edu.au</a></td>
</tr>
<tr>
<td>Mr Jaron Winter</td>
<td>Head of Performing Arts</td>
<td><a href="mailto:jwinter@sthildas.qld.edu.au">jwinter@sthildas.qld.edu.au</a></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Non Nobis Solum</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Miss Alexa Wood</td>
<td>Head of Year 10</td>
<td><a href="mailto:alexawood@sthildas.qld.edu.au">alexawood@sthildas.qld.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sport</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Mrs Jillian Moore</td>
<td>Head of Sport</td>
<td><a href="mailto:jmoore@sthildas.qld.edu.au">jmoore@sthildas.qld.edu.au</a></td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Student Committees</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Mrs Caroline Brodar</td>
<td>Head of Senior School</td>
<td><a href="mailto:cbrodar@sthildas.qld.edu.au">cbrodar@sthildas.qld.edu.au</a></td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Student Voice</strong></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Mr Geoff Powell</td>
<td>Head of St Hilda’s Learning Institute</td>
<td><a href="mailto:gpowell@sthildas.qld.edu.au">gpowell@sthildas.qld.edu.au</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sustainability</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Mr Paul Salter</td>
<td>Head of Business</td>
<td><a href="mailto:psalter@sthildas.qld.edu.au">psalter@sthildas.qld.edu.au</a></td>
</tr>
</tbody>
</table>
**Visual Cultures**

**Mrs Alana Hampton**  
Head of Visual Art  
ahampton@sthildas.qld.edu.au

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**Student Exchanges**

Opportunities exist to enable Year 10 students to participate in an Exchange Program with schools from all over the world. Applications for this program are completed at the end of Year 9 and during Term 1 of Year 10. Please see Mrs Kate Powell, Exchange Co-ordinator for more details. All students are expected to keep up with some core elements of studies at St Hilda’s School. In order to assist this process, students are expected to complete a *Negotiation of Class Work* form. The form can be collected from either Mrs Kate Powell, Exchange Co-ordinator, Ms Alexa Wood, Head of Year 10, or Mrs Caroline Brodar, Head of Senior School.

Some Year 10 girls are given the opportunity to apply for the People to People Leadership Conferences in the USA, which occur at various locations often during the mid-year holidays the following year.

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**Student Exchange**

**Mrs Kate Powell**  
ESL Teacher  
kpowell@sthildas.qld.edu.au

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**People to People**

**Mr Tony Daley**  
Head of Curriculum  
Adaley@sthildas.qld.edu.au
Senior School Student Involvement Expectations

Co-curricular sport is a wonderful way to reduce stress, stay fit, and enjoy school life. Co-curricular activities give students opportunities to learn valuable life skills such as leadership, teamwork, organisation, motivation and negotiation. It is expected that students will involve themselves in at least one co-curricular activity, be it sporting or cultural – each Semester. The Heads of Year will check on the student’s level of involvement in school activities.

There is also a great deal of educational research to support the notion that students who are involved in co-curricular activities do better academically.

As a member of the Senior School community students are expected to participate in a number of aspects of Senior School:

- Participate in co-curricular activities
- Support the school by attending QGSSSA events, Debating, Twilight Concerts and Gala Concert as either a spectator or participant.
- Support school events such as the Fete, TEDx, Student Chapel and Reflection Service and Graduation.
- Support school fundraising and/or awareness projects

Co-curricular activities

Each student is expected to participate in one co-curricular activity per semester.

Participation/Spectating Events – QGSSSA, Debating, Twilight Concert

Each student is expected to complete 12 hours supporting school activities, QGSSSA events, Debating, Twilight Concerts or Gala Concert. Permission for attendance at these events will go on Parent Lounge prior to the event. School Uniform is to be worn to these events.

The 12 hours can be completed by supporting:

- 2 QGSSSA events
- 1 QGSSSA event and 4 debates or 4 Twilight Concerts
- 8 Debates
- 8 Twilight Concerts

Each QGSSSA event is equivalent to 6 hours. Each Debate or Twilight Concert is equivalent to 1.5 hours. Gala Concert (cost involved to attend this event) is equivalent to 2.5 hours. Students can do any combination of the above to make the 12 hours.

Please note that it is compulsory for Year 10 and 11 to attend QGSSSA Athletics in Term 4 (This occurs during the School day).

See below for dates and time of the various events.

Prefects are expected to attend all QGSSSA events and the Gala Concert.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>QGSSSA Swimming at Chandler, Brisbane. <strong>An evening event.</strong> Competitor or Spectator Wed 9 March 2016</td>
<td>QGSSSA Cross Country at Rivermount College, Yatala. Competitor or Spectator Sat 14 May 2016</td>
<td>Rowing – BSRA Head of the River at Kawana. Competitor or Spectator 27 August 2016</td>
<td>QGSSSA Athletics at UQ <strong>Compulsory for Year 10 &amp; 11</strong></td>
</tr>
</tbody>
</table>
### Twilight Concerts

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twilight Concerts</td>
<td>Twilight Concerts</td>
<td>Twilight Concerts</td>
<td>Twilight Concerts</td>
</tr>
<tr>
<td>Music</td>
<td>Drama</td>
<td>Music</td>
<td>Drama</td>
</tr>
<tr>
<td>1 March</td>
<td>17 May</td>
<td>26 July</td>
<td>6 Oct</td>
</tr>
<tr>
<td>2 March</td>
<td>14 June</td>
<td>13 Sep</td>
<td>11 Oct</td>
</tr>
</tbody>
</table>

### Debating

<table>
<thead>
<tr>
<th>Venues</th>
<th>Starting Time</th>
<th>Preliminary Round Dates</th>
<th>Finals Dates (if ranked)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior Year Eight</strong>&lt;br&gt;Division A &amp; B</td>
<td><strong>North</strong>&lt;br&gt;<strong>South</strong></td>
<td>6:00pm</td>
<td>9 March, 20 April, 11 May, 25 May, 8 June (Catch up round), 20 July</td>
</tr>
<tr>
<td><strong>Intermediate Year Nine/Ten</strong>&lt;br&gt;Division A&lt;br&gt;Division B</td>
<td><strong>Division A</strong>&lt;br&gt;<strong>Division B</strong></td>
<td>6:00pm</td>
<td>9 March, 20 April, 11 May, 25 May, 8 June (Catch up round), 20 July</td>
</tr>
<tr>
<td><strong>Senior Year Eleven/Twelve</strong>&lt;br&gt;Open</td>
<td><strong>Open</strong></td>
<td>6:00pm</td>
<td>16 March, 27 April, 18 May, 1 June, 8 June (Catch up round), 27 July</td>
</tr>
<tr>
<td><strong>Senior Year Eleven/Twelve</strong>&lt;br&gt;Division B</td>
<td><strong>Division B</strong></td>
<td>6:00pm</td>
<td>16 March, 27 April, 18 May, 1 June, 8 June (Catch up round), 27 July</td>
</tr>
</tbody>
</table>

### House activities

Each student is expected to participate in a number of House Activities.

- Swimming
- Cross-country
- Athletics
- Musical (cast or production)
- Plays (cast or production)
- Debating

### Student Committees

Students can participate in student committees. Applications for various committees are sent out various times throughout the year.

### Community Service Activities

The School Motto, ‘Non Nobis Solum’ – Not For Ourselves Alone, is an important principle that guides the School’s community service activities. Service to others is strongly encouraged allowing students to demonstrate integrity, empathy and compassion contributing to the well-being of others, locally, nationally and globally.
Students can belong to:

- Amnesty International
- Senior School Coffee Shop
- Student Representative Council
- International Group
- Non Nobis Solum Committee
- Student Ambassador
- Chapel Committee
- Film Committee

They can participate in or donate to:

- Meals on Wheels Easter egg drive
- Volunteering for Rosies
- Donate blood
- Non Nobis Solum Charities
- Anglicare Christmas appeal
- Mother’s Day Classic National Fun Run and Walk
- Clean Up Australia Day

Students can also help the St Hilda’s community by:

- Coaching Junior sports/debating teams
- Tutoring younger students

**Parent Support Groups**

St Hilda’s School is made up of a strong community of not only wonderfully engaged students and staff, but also enthusiastic parents, friends and alumni who give generously of their time and resources to support the School in a range of projects. St Hilda’s has a range of Parent Support Groups who would welcome involvement.

<table>
<thead>
<tr>
<th>Parents and Friends’ Association</th>
<th>Women’s Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fathers’ Project Club</td>
<td>Boarder Parents Support Group</td>
</tr>
<tr>
<td>Supports of the Creative Arts (SOCA)</td>
<td>Aquatics Club</td>
</tr>
</tbody>
</table>

Further information about each of the above groups can be found on the [St Hilda’s website](#).
## St Hilda’s Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Peter Crawley</td>
<td>Head of School</td>
<td></td>
</tr>
<tr>
<td>Ms Wendy Lauman</td>
<td>Deputy Principal (Student Protection Officer)</td>
<td><a href="mailto:wlauman@sthildas.qld.edu.au">wlauman@sthildas.qld.edu.au</a></td>
</tr>
<tr>
<td>Mr Paul Salter</td>
<td>Head of Business</td>
<td><a href="mailto:pshalter@sthildas.qld.edu.au">pshalter@sthildas.qld.edu.au</a></td>
</tr>
<tr>
<td>Mr Tony Daley</td>
<td>Head of Curriculum</td>
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</tr>
</tbody>
</table>

## St Hilda’s Heads of Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Catherine Jobson</td>
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</tr>
</tbody>
</table>
# St Hilda’s Heads of Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Jillian Moore</td>
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<tr>
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</tbody>
</table>
Evacuations and Lock Down Procedures

Escape routes and instructions for evacuation are displayed in all rooms. Please read the routes and instructions carefully.

WHEN THE ALARM SOUNDS EVERYONE IN THE SCHOOL MUST EVACUATE

General Instructions:
1. When the alarm sounds, stand, move immediately and quietly.
2. Do NOT take any of your materials with you.
3. Do NOT touch electrical switches.
4. Move quietly in single file, ensuring you follow the indicated route for THAT room.
5. Walk briskly and do not speak.
6. Junior School Form teachers, Middle School and Senior School CLD teachers and Year 12 Chapel teachers, will assemble with their class and will call the roll.
7. Designated areas are shown below. Please note where students should line up in Junior School Form class, Middle/Senior School CLD class, and Year 12s in Chapel class, in alphabetical order facing as indicated below.

PRE-PREP TO YEAR 1: Assembly area on the eastern side of the Junior Art Building.
MULTI-PURPOSE CENTRE: Assembly area on the eastern side of the Junior Art Building.
YEARS 2-12: Assembly area on Oval as shown below.

LOCK DOWN PROCEDURE:

Action To Be Taken:

Occurs in the following instances:
- Police activity
- Hostage
- Storm/Tempest

- Violent intruder
- Custodial incident
- Everyone must be away from windows or hidden from outside view eg. under desks.
- Doors must be locked when everyone is inside