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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.
MIDDLE SCHOOL

Middle School students are faced with a variety of new opportunities and challenges. Each student is encouraged to become an independent thinker, taking responsibility for her actions and for her learning. A strong culture of engagement in learning promotes new connections and creativity. The supportive environment of the Middle School promotes involvement, empowerment, discovery and independence. The Middle School curriculum, both inside and outside the classroom, is rich and diverse and is designed to give each girl the opportunity to discover and nurture her individual skills and talents.

Middle School Mission Statement
Middle School aims to create a supportive environment that promotes a sense of belonging and connectedness by engaging students in stimulating, challenging learning experiences that develop skills and understandings, enabling them to contribute in significant ways to an increasingly interdependent world.

School Motto
Non Nobis Solum - Not For Ourselves Alone

School Colours
Blue, Gold, Red

The School War Cry
Chinika Chinika Jumbah hoo
Sara waka tom tom Sara waka hoo
Simi dimi ha ha Simi dimi ha
St Hilda’s St Hilda’s Ya Ya Ya

The Homily of St Hilda
Trade with the gifts God has given you.
Bend your minds to holy learning that you may escape the fretting moth of Littleness of mind that would wear out your souls.
Brace your wills to action that they may not be the spoils of weak desire.
Train your hearts and lips to song which gives courage to the soul.
Being buffeted by trials, learn to laugh.
Being reproved, give thanks.
Having failed, determine to succeed.
PASTORAL CARE

Student Support
The Middle School seeks to respond to students’ needs to grow and change, to become independent and to develop into active and reflective participants in society. We aim to provide a welcoming, safe, supportive environment in which students are known and cared for whilst being encouraged to contribute and develop their diverse gifts and talents. Pastoral care is a vital component of student experience, shaping student attitudes, willingness and capacity to cope with their academic studies. In the Middle School, through a combination of structured activities and personal relationships, students are cared for by their Head of Year with the support of their Pastoral Care group teacher and their Character and Leadership Development teacher.

Heads of Year (HOY) are responsible for the overall care of the students in their year groups, working collaboratively with both parents and staff to ensure the pastoral and developmental needs of the students are met. They are key people to whom parents should contact in relation to matters of either an academic or pastoral nature. I encourage parents to keep their Head of Year informed of any issues or concerns.

Head of Year 7: Mrs Catherine Jobson cjobson@sthildas.qld.edu.au
Head of Year 8: Mr Ben Andrews bandrews@sthildas.qld.edu.au
Head of Year 9: Mrs Karen McNamee kmcnamee@sthildas.qld.edu.au

Pastoral Care Groups
Girls are allocated to a Pastoral Care (PC) Group. These are House based and consist of a small number of students from each year level, who meet three times a week with their PC teacher. This allows for individual and small group relationships to develop between staff and students, thus providing opportunities to promote positive interactions and build a learning community.

Character and Leadership Development
The Character and Leadership Development (CLD) program aims to enhance the learning process and promote academic achievement. The program begins with the individual and moves to the community: in Year 7, the focus is on responsibility and independence, in Year 8, on self-awareness and, in Year 9, on developing resilience and a sense of community. Values, ethics and personal development are embedded in the Character and Leadership Development program. Lessons help to address the changing needs of students by discussing relevant issues and promoting the acquisition of skills and values that help the students to develop and deepen their understanding of these concepts, and of themselves and others.

Students in Years 7 to 9 participate in learning skills as part of the CLD program. The purpose of this program is to assist students’ understanding of how they learn, what type of learners they are and develop strategies for learning that are most effective for them. The program encourages students to become reflective learners by understanding and using the language of learning.

Transition
St Hilda’s School seeks to offer students a successful introduction to their Middle School experience by organising a range of activities that help them to make connections with others and their learning environment. Such activities stimulate positive feelings among students and lay a constructive foundation for the year to come. Transition activities include: year level meetings with key staff, sample lessons, spending a day in the Middle School and taking part in activities organised by the Student Leaders.

Orientation
We want to give new students the best possible foundation to help make their entry to Middle School a happy, successful, and productive experience. The Orientation program in the
first week of the new school year provides an opportunity for students to get to know staff and other students, as well as making connections that are crucial to their success in Middle School. It helps to build community, to prepare students for the year ahead, and to celebrate the fact that we are here together, ready to begin the important work of teaching and learning. A variety of activities are incorporated into the program that focus on helping students to get to know one another, developing trust and a sense of class identity.

Peer support is "students helping students", relating on their level using age appropriate and meaningful vocabulary.

Middle Sisters: the Middle Sisters program offers support and information to Year 7 girls. This is an excellent vehicle for developing a sense of connectedness within the Middle School and assists the Year 8 Middle Sisters to develop skills related to relationships, leadership and citizenship.

Buddies: Students who are new to the School are assigned a Buddy. Buddies assist new students with their transition into school life by helping them to establish social networks, assisting them to find their way around the campus, and familiarising them with the way the School operates.

Student Ambassadors: Student ambassadors serve as hosts for prospective students and their families throughout the year, helping to answer any questions and assist visitors from a student’s perspective.

Student Leadership
A culture of leadership is encouraged through leadership positions that are structured to allow a number of girls to experience positions of responsibility and develop the skills needed to carry out these tasks in an effective manner. Leadership opportunities in the Middle School emphasize service to others, teamwork, taking initiative and developing responsibility.

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<thead>
<tr>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
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<tbody>
<tr>
<td>Student Council Representative</td>
<td>Student Council Representative</td>
<td>Student Council Representative</td>
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<tr>
<td>Year Level Representative</td>
<td>Year Level Representative</td>
<td>House Leader</td>
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<td>House Representative</td>
<td>House Representative</td>
<td>Sports Leader</td>
</tr>
<tr>
<td>Buddy</td>
<td>Student Ambassador</td>
<td>Year Level Representative</td>
</tr>
<tr>
<td>Middle Sister</td>
<td>Buddy</td>
<td>Student Ambassador</td>
</tr>
<tr>
<td>Buddy</td>
<td></td>
<td>Honour Guard</td>
</tr>
</tbody>
</table>

Focus Weeks
In the Middle School we strive to foster a culture of community service and involvement. The School’s motto, Non Nobis Solum – Not for Ourselves Alone, echoes through the community spirit of the projects undertaken by the Middle School. Students explore the meaning of different values through focus weeks and undertake to identify and tackle issues through a range of activities that raise awareness and can make a difference to both individuals and communities.

Middle School Assembly
Middle School Assembly gives students and staff an opportunity to come together as a community so that we can share in each other’s accomplishments and celebrate the gifts and talents of our girls. Student led assemblies are an important part of the Middle School culture as they provide an avenue for leadership through valuable learning experiences for the girls. Year 9 Leadership Team members are encouraged to play an active role in the planning, preparation and presenting of the assemblies, thereby giving them a platform for positive contribution to the tone of the Middle School.
The Code of Conduct
St Hilda’s is an Anglican school. Its motto, Non Nobis Solum (Not for Ourselves Alone) forms the basis on which regulations regarding behaviour are founded. Human relationships should be characterised by care and concern for the other person, whether a staff member or another student.
You can read the School’s Code of Conduct on the School website in the Quick Links School Policies section.

Positive Relationships
The Middle School promotes a problem solving approach to behaviour management using restorative practices rather than a punitive system. This positive approach, seeks to build responsibility and bring about change in the behaviour and thinking of the students. Two key aspects to developing positive relationships and teaching responsible behaviours in the Middle School include proactive measures that increase motivation and cultivate student achievement, and taking action when misbehaviour occurs, to work towards resolution of the problem.

Spirit Awards
Spirit awards are intended to support and motivate students to make positive choices about their learning and behaviour. By acknowledging efforts with academic achievement, work habits, leadership and involvement in school activities, we hope to encourage students to connect with others, contribute to our school community, and to feel capable. Students can be nominated for Spirit Awards in the following areas: Character, Learner and Community. Once a student receives four awards in any one area she receives a Spirit Certificate which is presented at Middle School Assembly.

Child Protection
St Hilda’s School is committed to the safety and well being of children and protection of children from harm. The School follows procedures formally adopted by the Corporation of the Synod of the Diocese of Brisbane for the protection of harm of students in Anglican schools.

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

School Protection Officers: Ms Wendy Lauman, Deputy Principal
Mrs Nicole Hinchcliffe, School Counsellor

You can read the School’s Child Protection Policy on the School website in the Quick Links Safeguarding Students Policies. The following information is also available:
- Student Protection Officers
- Child Protection Information for Parents
- Student Protection in Anglican Schools – Policy and Procedures 2015
- Student Protection in Anglican Schools – Policy and Procedures 2015 (epub version for mobile devices)
- St Hilda’s School Community Code of Conduct Policy
- Responsibility, Recognising and Reporting – Information for coaches, tutors, volunteers and visitors to Anglican Schools
- St Hilda’s Student Code of Conduct Policy
- St Hilda’s Bullying and Harassment Policy
- St Hilda’s Bullying and Harassment Leaflet for Students
- St Hilda’s Bullying and Harassment Leaflet for Parents
- Complaints Management in Anglican Schools Policy and Procedures
- Protocol for Dealing with Complaints of Sexual Harassment, Sexual Assault or Sexually Inappropriate Behaviour
- Guide to what happens when I make a complaint

**School Counsellors**
The School Counsellors, who are available to all students and parents, takes a pro-active approach to student health and personal development, helping to design programs in these areas as well as working with girls on an individual basis.

Mrs Nicole Hinchcliffe (Monday to Thursday) - nhinchcliffe@sthildas.qld.edu.au
Ms Catherine Falco (Friday) - cfalco@sthildas.qld.edu.au

**Chapel**
St Hilda's School is a Christian community which upholds the values, traditions and teachings of the Anglican Church; therefore worship is an essential and integral part of the weekly rhythm within the School. Students come together to worship weekly as a Middle and Senior School community or with their individual year levels. Students are encouraged to contribute to the Chapel services as they are meant to be inclusive and participatory in nature.

**School Chaplain**
The School offers a Religious Education program which plays an important role in the pastoral care of the Middle School community. The Chaplain provides spiritual leadership for the School as well as organising Chapel services.

**Security**
Duty of Care is of prime importance to the St Hilda's staff. To ensure that our students are able to identify staff, all staff members wear a name badge. All visitors to the School are required to obtain a Visitors' Badge to wear whilst on the premises. We ask, if you need to visit the School during the school day, you report to Reception in the James Building where you will be required to ‘sign in’ and obtain a Visitors’ Badge. You will need to leave the School via the Reception, ‘sign out’ and return your Visitor’s Badge.
ACADEMIC MATTERS
We believe that stimulating academic curiosity built on a framework of skills and knowledge is fundamental to our students’ positive intellectual and emotional growth. We seek to inspire and cultivate our students’ desire to learn, to question, to take risks and to accept responsibility. The Middle School seeks to respond to students’ needs to grow and change, to become independent and develop into active and reflective participants in society. The Heads of Faculty work in conjunction with the Head of Curriculum to develop and refine the curriculum regularly to ensure that programs are contemporary and supported by research on girls’ learning.

Years 7 to 8 Curriculum
The curriculum for Years 7 and 8 is broad-based, requiring students to cover each of the Learning Areas.

All students study the same core subjects (except a language) with their class:
- English
- Mathematics
- Science
- Humanities
- Languages (French or Japanese)
- The Arts (Drama, Music, Visual & Media Arts)
- Technology (Information & Communication Technology, Design & Technology, Hospitality, Financial Futures)
- Health & Physical Education
- Religious Education

Year 9 Curriculum
In Year 9, the curriculum offers a broad range of subjects designed not only to meet the diverse needs of students, but also to provide a range of meaningful learning experiences that will challenge the way they think. The program consists of an exciting combination of core and elective subject offerings. The elective program provides many opportunities for girls to explore a range of subjects and thinking styles. In order to build deep understanding and allow for the development of skills, subjects will be studied over a two-year period in preparation for learning in Years 11 and 12.

Core subjects
- English
- Mathematics
- Science
- History
- Health & Physical Education
- Religious Education

Elective subjects
- Business, Finance & Management
- Design & Technology
- Drama
- English Literature
- French
- Geography
- Hospitality
- Japanese
- Media Arts
- Music
- Sport Science
- Visual Art

Changing an Elective
There are a number of considerations that need to be taken into account when changing an elective:
- She must have written permission signed by her parents.
- She needs to seek feedback from the subject teacher and the HOF with regards to her progress and any concerns or issues with the subject so they may be addressed.
They also need to see the new subject teacher to determine what the next curriculum looks like, to understand the quality of the work she will need to achieve, and to find out what work she needs to make up.

Any change of elective will be at the discretion of the HOMS in conjunction with the Head of Curriculum and subject to the availability of a vacancy in that subject.

**LEAP Program**
In order to ensure that the students with proven academic achievement are challenged and enthused in extending their learning and achievement to a higher level, St Hilda’s School has established the LEAP (Learning Enrichment for Academic Progress) program. In the Middle School the LEAP program is offered to students in Years 8 and 9 for a period of one year. Girls who are academically talented, creative and have proven academic records may be selected for all or some of the courses.

- LEAP English
- LEAP Mathematics
- LEAP Science

**Class Placement**
The Class Placement Policy in the Middle School demands that classes reflect a diversity of skills and ability. Many considerations are taken into account to ensure productive classes, including: learning styles, academic strengths, learning support requirements, social dynamics, pastoral needs and the mix of current and new students. A number of staff contribute to the final lists, as it is necessary to ensure that all matters are considered. Parents are welcome to participate in the process by providing relevant information in writing, but placements are ultimately the responsibility of the School administration.

**Assessment and Reporting**
Assessment is an ongoing an integral part of the teaching and learning process. Middle School students are assessed regularly in their subject areas. Assessment may take the form of tests, oral presentations, practical tasks, IT based presentations and written assignments. The purpose of assessment is to provide information to students, teachers and parents about a student’s learning.

**Parent Information Evenings**
A number of Parent Information sessions are scheduled throughout the year. At these sessions, staff provide parents with an overview of the curriculum, pastoral care structures and other relevant information that support student learning. This is also a valuable opportunity for parents to meet staff.

**Parent Teacher Interviews**
Parent Teacher interviews strengthen the connection between home and school, reflecting the strong commitment to authentic partnerships with families. They offer an important opportunity for parents to speak to their daughter’s teacher to ascertain how she is progressing in her academic studies. Interviews are scheduled twice a year at the beginning of Terms 2 and 4 and it is strongly recommended that parents and students attend these interviews. Bookings for Parent/Teacher Interviews are made online and notification of the times, login and password will be sent out prior to the dates of interviews. Should parents wish to discuss their daughter’s progress at any other time, they should contact the School to organise an appointment with relevant staff at a mutually convenient time.

**Reporting**
Academic reports are available to parents via Parent Lounge at the end of Semester 1 (progressive report) and Semester 2 (full year report). Reports will provide information concerning the student’s progress within each subject, including an assessment grade or an annual overall grade, an effort rating (1 to 5 effort rating scale with 1 means need assistance to 5
means excellence) and teacher’s comment. Grades (A+ to E-) will also reflect the student’s achievement within the course. Students who are new to the School will receive an Interim Report at the end of Term 1.

NAPLAN
Each year students in Years 7 and 9 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN). These national tests assess skills in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

Assessment Schedule
The Assessment Schedule helps a student to manage her academic workload and other commitments. Heads of Faculty nominate the date an assessment is due for each subject in the Middle School curriculum. This information is collated and an Assessment Schedule is produced for each year level that will indicate the assessment task and the due date. Assessment Schedules are published on the website and are emailed to students.

Absence from Assessment
- If a student is absent for an assessment due to illness, the Head of Middle School should be notified immediately. The Head of Faculty will be notified. Students may be asked to provide a medical certificate upon their return.
- Other circumstances necessitating absence from the scheduled assessment should be explained in a letter or email from the parent/guardian and brought to the Head of Middle School on return to school. The Head of Middle School, in consultation with Head of Faculty, reserves the right to evaluate all such applications for an extension or special circumstances.
- In the Middle School, if a student is absent for a test, she should see her teacher, who will consult with the Head of Faculty, regarding rescheduling.
- Parents should not condone student absences (other than illness or emergency) during any assessment period.
- While the School adheres firmly to the principle that all students will complete all required assessment, the practicality and validity of delayed assessment will be closely monitored by the Head of Middle School and the Head of Faculty. The issue of fairness to all students will be an important guiding principle in such monitoring.

Submission of Assignments
- Deadlines for handing in assignments are published in the assessment schedule available at the beginning of each semester and are on the assignment task.
- Class time will be given for work on assignments.
- Progressive monitoring of student assignment work will occur.
- Computer or other IT issues are not a valid excuse for late submission. Emailing copies as attachments to one’s own email address, saving in ‘Dropbox’ or regularly saving copies of assignments on external storage devices during the drafting process reduce the possibility of such issues.
- A student who is unable to hand in an assignment by the due time and date for any genuine reason/hardship (e.g. medical, bereavement, prolonged illness, family circumstances etc) should apply for special consideration from the HOF or HOMS. A medical certificate or other documentary evidence will be required.

iPads
Middle School students are required to bring their own iPad to school as they play a key role in helping the girls to manage their learning experiences. They will use a range of apps for different subjects; these are listed on the school website under Quick Links Student Resources. Students
are responsible for the safe storage of their iPad during the school day (locker) and should take it home to charge the battery each evening so that it is ready for use the next day. Please check that your daughter’s iPad is labelled, including the charger.

**Learning Skills**
Once students move from Junior School to Middle School, they will generally find that they have a greater number of subjects and hence teachers and this can be more demanding. The work will increase in difficulty and students are expected to be responsible for their learning and be more independent. Success in Middle School requires high motivation and effort, strong study skills, effective time management, and good test-taking strategies.

All students in Years 7 to 9 participate in a learning skills program as part of CLD. The purpose of this program is to assist students’ understanding of how they learn, what type of learners they are and develop strategies for learning that are most effective for them. The CLD program encourages students to become reflective learners by understanding and using the language of learning.

**Daily Routine**
It is important that students arrive at school by 8:10am to ensure they are ready and organised to commence class at 8:20am. Class rolls are marked at the start of each lesson. Students who arrive late to school must sign in at Student Reception. They will each be given a late slip which must be presented to the teacher on arrival to class. The school day finishes at 3:25pm.

**Middle School Timetable 2016 – Weeks A & B**

<table>
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<tr>
<th>PERIOD</th>
<th>MONDAY</th>
<th>WEDNESDAY</th>
<th>FRIDAY</th>
<th>PERIOD</th>
<th>TUESDAY</th>
<th>THURSDAY</th>
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<tr>
<td>RECESS</td>
<td>10.40 - 11.00</td>
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<td>PERIOD 3</td>
<td>10.40 - 11.40</td>
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<td>PERIOD 4</td>
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<td>PERIOD 4</td>
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<td>PERIOD 5</td>
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<td>LUNCH</td>
<td>12.50 - 1.35</td>
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<td>12.40 - 1.25</td>
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<td>PERIOD 6</td>
<td>1.35 - 2.30</td>
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<td>2.25 - 3.25</td>
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<td>PERIOD 7</td>
<td>2.30 -3.25</td>
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</table>

Weeks A & B
MS & SS Assembly/Chapel
Week B
MS Assembly & House Meetings
Support and Services

Tutorials
For students who would like additional assistance to enhance their confidence and to consolidate their learning, after school Tutorials are available. These include English, Mathematics, Science, Languages and the Homework Enhancement Learning Program (HELP). Students are emailed a schedule of tutorials. These can be of great assistance in helping girls reach their academic goals.

Learning Enhancement
The St Hilda’s Learning Enhancement department aims to provide students with the opportunity to develop the necessary academic skills needed to ensure a positive school experience. Learning Enhancement staff are responsible for arranging testing of students and the development of appropriate programs for students with learning difficulties, including individual education programs for students eligible for special funding. They work establish a close rapport with students and regularly communicate with subject teachers.

English as a Second Language
English as a Second Language (ESL) support is available in the forms of: withdrawal (for new arrivals), support in class, or monitoring, according to each individual student's needs. Staff work closely with the classroom teacher to support learning, enabling the student to achieve success while discovering strategies and structures that accommodate their learning needs.

Homework
Homework tasks are a valuable component of the Middle School curriculum. They are seen as an important aid to the learning process as they reinforce and extend the learning experience of the student. The conscientious completion of homework can have a positive impact on a student's success in Middle School.

Students always have homework to complete, even if specific homework has not been set by a teacher. The following lists some ways that students can use homework time to become independent, self-directed learners.
- Reading
- Revising
- Reflecting
- Research
- Practising skills
- Completing assignment tasks and projects

Homework is assigned on a regular basis in the Middle School. The following times are a guide for each year level, with consideration given to the time students spend on other activities.
Students are expected to allocate a minimum of 15 minutes each night to reading.
Year 7: 50 / 60 minutes per night
Year 8: 60 / 90 minutes per night
Year 9: 60 / 90 minutes per night

Library
Our library is not only an integral part of the academic experience of our girls, it also encourages independent study skills and a positive attitude towards life-long learning. It is designed to be a space for students to explore, learn, research, collaborate and create. The library works in close collaboration with the girls’ teachers to provide services, resources, time and space for completing homework, study and assignments. The library enables the girls to more effectively engage with their academic work outside of class time. In addition the library takes an active role in the girls’ co-curricular life. Book club, movie screenings, competitions and author visits occur
throughout the year. The library catalogue searches and provides access to both digital and print resources and is located on the St Hilda’s School website and on Blackboard or by using the link: Library Homepage. Students may borrow their own resources through the self-check machines, but are also encouraged to use the considerable experience of the library staff to facilitate more advanced use of library resources - both digital and physical.

Library Hours
- Monday to Thursday 7:30am – 6:00pm
- Friday 7:30am – 5:00pm
- Sunday 1:30pm – 4:30pm

Student Diary
Each student is expected to use a School diary. The student diary is available in two formats; a hard version for purchase or an electronic version which students need to download.

Getting Connected - Online
Students are provided with a user account allowing access to the school network, email and storage on the student server. Student iPads, will be connected to the School’s wireless network to access relevant class resources. Access to email is via the iPad email app and through the Outlook email portal https://email.sthildas.qld.edu.au/exchange
Our computer labs, library and the student hubs offer a mix of computers and printing facilities for student use.

Online Learning
At St Hilda’s, each subject uses the BlackBoard virtual learning environment for course management. As a web-based system, BlackBoard provides access to class materials, assessment information and other learning resources from home, school or any internet-enabled location. The iTunesU platform is also used by a number of subjects for the delivery of interactive class resources.

IT Problems
The IT department support students who are experiencing difficulties with technology such as being unable use their email or logon to the wireless network or BlackBoard. If students are having trouble using their iPad or Apps they can report to the IT Help Desk staff in Granowski or see Mr Powell. Students are responsible for ensuring their iPad or Laptop is charged and ready for use in class. If they need to recharge it they can do so in class or bring it to the Middle School Centre.

Celebrating Success

Certificates of Excellence
At the commencement of Semester 2, the Head of Curriculum presents the following Certificates of Excellence:
- Certificate of Academic Excellence is awarded to each girl who achieved a GPA of 13 or greater (A-, A, A+) in the Semester One Report.
- Certificate of Excellence for Outstanding Effort is awarded to each girl who achieved an average Effort Rating of 5 or better for all subjects.

Speech Day Awards
Speech Day is one of the most important days in our calendar as the whole School community comes together to acknowledge and celebrate students’ academic achievements.
In Years 7 and 8 the following awards are presented:
- Academic Merit is presented to students who achieve a very high standard throughout the year across the Key Learning Areas.
- Academic Honours is presented to students who achieve an exceptionally high standard throughout the year across the Key Learning Areas.
- Principal's Awards are presented to students who have shown responsibility, commitment, teamwork and leadership.
- The Caltex Best All Round (Year 7) and Best All Round (Year 8) Awards are presented to students who have demonstrated leadership qualities, dedication to their studies, commitment to school activities and concern for others in the community.
- STEM Institute Scholarship Awards are presented to students who have achieved at a very high level across both LEAP Mathematics and LEAP Science and have been active in the St Hilda's School Community.
- Dux is presented to the student in Year 8 who has demonstrated the highest academic results throughout the year.

In Year 9 the following awards are presented:

- Academic Achievement is presented to the student who achieves the highest academic result in the subject throughout the year.
- Academic Merit is presented to students who achieve at a very high standard throughout the year in five of the subjects studied.
- Academic Honours are presented to students who achieve at a very high standard throughout the year in six or seven of the subjects studied.
- Principal's Awards are presented to students who have shown responsibility, commitment, teamwork and leadership.
- STEM Institute Scholarship Awards are presented to students who have achieved at a very high level across both LEAP Mathematics and LEAP Science in Year 9 and have been active in the St Hilda's School Community.
- The Non Nobis Solum Award is presented to a student who applies herself consistently to her work and demonstrates a high standard of service, unselfishness and generosity of spirit in her interactions and leadership.
- Dux is presented to the student who has demonstrated the highest academic results throughout the year.
COMMUNICATION
The Middle School values the relationship it builds with families and the school community. Parents are kept up to date with information through a number of different channels.

School notices and correspondence are distributed to parents via email from St Hilda’s Correspondence and pertains to school events, excursions and activities and general notices. This information is also linked to the Correspondence portlet on Parent Lounge and remains available for the duration of the activity.

SMS
Student attendance and duty of care is a high priority at St Hilda’s School. Parents/Guardians are informed by mobile phone Short Message System (SMS) of any unexplained absences for their daughter. Parents may ‘reply’ by SMS. The message will arrive displaying the number 0416 906 250. Parents should store this number under ‘St Hilda’s School’. Parents may also use this number to send text messages to the School regarding student absences. The SMS system is also used for broadcasts to parents regarding impending bad weather, cancelled events etc.

Excursions
For students who are invited to participate in an excursion, an email will be sent to the parents from excursions@sthildas.qld.edu.au, which will include a hyperlink to Parent Lounge. The Excursion feature on Parent Lounge allows parents to view detailed excursion information, including risk management and medical records, and ‘accept’ the excursion online.

Events
The Excursions module on Parent Lounge also facilitates Event invitations, RSVPs and payments. Parent invitations will be emailed from events@sthildas.qld.edu.au and parents can RSVP, select options and make payments via Excursion portlet on Parent Lounge.

Student Café
Parents have access to Parent Lounge which enables them to see a range of information in relation to their daughters. Students have access to Student Café. This allows them to access their timetabled classes, school based events, activities and sports fixtures. Students will be able to see upcoming excursions which they have been invited to attend. They will also be able to see whether you have accepted the invitation using Parent Lounge.

Newsletter
Please stay in touch with happenings at St Hilda’s School by reading The Newsletter, which is published on the website each Wednesday. Please check the daily correspondence email and Parent Lounge for further updates regarding activities as well as the many other links on the website.

Current Information
Always keep the school advised of information that is helpful for the school and contributes to the wellbeing of your daughter, such as:
- major commitments that impact on study time or attendance
- conditions such as allergies, dyslexia
- illness
- major illness or situations within the family or close friends
- living arrangements such as sharing between households, family separations, parent travelling or working away
- court orders
Change of Address

- If your personal contact details change ie address, email contact or telephone number please advise the Middle School Centre of this as soon as possible. We require current contact details for parents at all times.

Absent from School

Should a student be unable to attend School for an unexpected reason, parents are requested to contact Student Absentees on Phone: 55 777 216, or email: absentees@sthlildas.qld.edu.au or SMS: 0416 906 250, stating the reason for the absence and expected date of return.

Absences during the School day

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, or the parent should email absentees@sthlildas.qld.edu.au or text the Absentee Line 0416 906 250 in advance. Student Reception will provide students 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.

Where parents are unable to collect their daughter for an appointment and give this permission to another person, they must provide the School with:

  o Written permission (handwritten note, email or text as above), stating the full name of the person permitted to collect their daughter, and
  o The person permitted to collect their daughter must verify their ID (e.g. Drivers Licence) at Student Reception, before the student will be released into their care.
  o The student must be signed out at Student Reception by the approved person

Day Girls who present at Student Reception and request to leave the School without advance notice, will be required to seek permission of the Head of Middle School or Head of Senior School.

- Boarder Parents should email or fax the information to Boarders’ Reception. Borders 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.

Extended Leave of Absence

Regular and punctual attendance at school is essential for students to maximise their educational opportunities. If your daughter requires an extended leave of absence from the academic program please send the request by email to the Head of Middle School, Mrs Susan Sanburg at ssanburg@sthlildas.qld.edu.au. Parents of Boarders should also contact the Boarding House. Please note that it is your daughter’s responsibility to communicate with her teachers regarding work that will be missed and any assessment that may be due.

Illness at School

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.

Attending the Health Centre during the School Day

All students (Day Girls and Boarders) are to collect a Permission Slip from Student Reception before going to the Health Centre. When the student is ready to return to class, Health Centre staff will sign the slip for the student to return to the Class Teacher.
Late to School
If students are late they need to report to Student Reception in the James Administration Building to be issued with a late slip.

Contacting your daughter during the school day
Please try to make individual plans with your daughter before the school day begins to avoid anxiety and last-minute scheduling. Should you need to reach your daughter during the day, please contact the Middle School Centre.

STUDENT LIFE

Student Involvement
Studies show that student involvement in school life reaps a number of benefits. Involved students build stronger support networks and enhance skill sets such as teamwork, organization and leadership. As a member of the Middle School community students are expected to be involved in a number of aspects of school life.
- Attend and participate in House events
- Participate in co-curricular activities
- Participate in outdoor education experiences
- Support school events such as the Fete, TEDx, QGSSSA
- Support school fundraising and/or awareness projects

The House System
The House system is an integral part of school life at St Hilda’s. House events are a great way for girls to get to know each other across different year levels and extend their friendship groups, as well as developing a range of skills and providing opportunities for student leadership. Every new student is assigned to a House. Students with existing family connections will be placed in that House. Students attend House meetings held every alternate Thursday after Middle School Assembly.

The Middle and Senior School Houses are:
- Banksia (red)
- Karragaroo (gold)
- Melaleuca (blue)

Students quickly form an allegiance to their House and a sense of fun and friendly competition pervades house events. All of these events contribute enormously to school spirit. Students attend and represent their House in various events throughout the year:
- Sport: Swimming, Cross Country, Athletics,
- Cultural: Musicals, Plays and Debating

The House Chapel and Dinner is a special event that enables the girls to come together to acknowledge the contribution of the House Seniors and to celebrate the year.
Co-curricular Activities
The school places a high importance on the co-curricular program, because we believe it adds significantly to each student’s school experience, offering opportunities for personal growth and development. The co-curricular program is extensive and includes opportunities for girls to participate in both cultural and sporting activities. These activities help students to create meaningful connections through common experiences, encouraging a sense of belonging as well as school spirit. It is expected that students will involve themselves in at least one co-curricular activity each term.

Sport Overview
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. Information regarding sport can be located on the school calendar and is advertised via email to students by the Sports Administration staff.

Other schools involved in QGSSSA include: Brisbane Girls Grammar School, Brisbane State High, Clayfield College, Ipswich Girls Grammar School, Moreton Bay College, St Aidan’s School, St Margaret’s School, St Peter’s Lutheran College and Somerville House.

Term 1: QGSSSA Swimming
Term 2: QGSSSA Cross Country
Term 4: QGSSSA Athletics

Term 2: Artistic Gymnastics
Terms 2 & 3: Rhythmic Gymnastics

Fixtures:
Autumn: Basketball, Soccer, Touch
Winter: Volleyball, Tennis, Netball, Hockey
Summer: Softball, Badminton

BSRA (Brisbane Schools Rowing Association)
St Hilda’s competes in the BSRA regatta competition. Girls can start rowing in Year 8 and continue right through to Year 12. Year 7 participate in a Learn to Row program held in November which enables the girls to experience rowing before making sporting choices for Year 8.

Term 3: BSRA Rowing

A Sports Presentation evening at the end of the year enables the sporting community to celebrate the achievements of the girls.

Cultural Opportunities
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
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. Entry to some groups is by audition or invitation only. Musicians and groups may be called upon to perform at School Assemblies, Chapel services, Speech Day, special school events, lunchtime recital series as well as in the wider community.
- Senior Choir
- Senza Ragazzi
- Senior String Ensemble
- Chamber Music Ensembles
- Big Band
- Rhythm and Blues Band
- Senior Concert Band
- Middle School Concert Band

The year culminates with a Music Presentation evening that acknowledges the girls’ contributions and achievements.

Drama
St Hilda’s has a long established tradition with Drama. The Middle School Production is performed in Term 3. Auditions for this production are open to students in Years 7 to 9. 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 run by both St Hilda’s staff and professional artists.

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

Clubs
There are a range of clubs that cater for the different interests of the girls.
- The Science Club is for students who want to have fun exploring science.
- Art Club provides students with the opportunity to explore creative ideas.
- Environment Club caters for students interested in the environment and sustainability.
- St Hilda’s Book Club fosters a love of reading and provides a fun way for students to socialise together with other book lovers

Students can also show a commitment to community service.
- Amnesty International raises awareness regarding violations of human rights.
- The student2student program works by matching students who need to improve their reading with peer buddies who help and encourage them with their reading.

Other activities include: Readers’ Cup Challenge, Maths Olympiad, Opti-Minds and Science Trivia Challenge.

TSS Connection
Young adolescents are strongly driven by the need for interpersonal involvement. Social interaction opportunities with TSS enhance communication and builds community connections.
Years 7 and 8 are involved in activity afternoons which provide avenues for the girls to interact with the boys from TSS in a social context, strengthening the connections between the two schools.

**Year 9 Dance Classes**
The Year 9 dance classes provide valuable benefits for the girls including new friendships, increased confidence, and the development of skills. This social interaction with TSS also helps to build connections between the two schools. The dance classes are conducted by an outside provider and are scheduled during Terms 2 and 3. Parents are invited to attend the final dance class and supper.

**The Connection Breakfast**
The Connection Breakfast is a Middle School tradition that is organised by Year 9 students and takes place at the end of the year. This culminating event is an important rite of passage as the girls prepare for their transition to Senior School. The School draws on its former school leaders as motivational speakers for the event. These former students have been able to provide valuable practical advice based on their experiences.

**Year 7 Canberra Trip**
The Canberra trip is a rich learning experience for the girls in Year 7 and is part of the curriculum. It offers a unique opportunity for our students to be exposed to learning environments that cover, not only a number of the Learning Areas, but also explore Australia’s democracy, values, unity and achievements as a people. Visits to Parliament House, the War Memorial, the Museum and the Electoral Education Centre enable the girls to develop a deeper understanding of our nation in terms of significant events, its people, values and beliefs.

**The Outdoor Education Program**
Outdoor Education adds an important dimension to students' learning and personal development and continues to be an integral part of the Middle School experience. Through challenge, at a personal and team level, the girls experience enhanced self-esteem and confidence, improved communication skills and a greater sense of community with both their peers and teachers. Outdoor Education enhances the girls' perception of what they are capable of, whilst developing their understanding of how their actions affect themselves, others and the environment. Students from Years 7 to 9 take part in an outdoor education experience each year, where they are introduced to a carefully structured and sequenced combination of activities.

  Year 7 – The Mebbin Challenge  
  Year 8 – The Moogerah Challenge  
  Year 9 – The Cooloola Challenge
EXPECTATIONS & RESPONSIBILITIES

Uniform
Wearing the school uniform correctly contributes greatly to the tone of the School. It encourages students to not only take pride in their appearance and their school but helps to promote a sense of belonging.

- The uniform should be clean and worn mid-knee.
- Shoes must be black leather lace up style, clean and polished.
- 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.
- Hair that is shoulder length or longer must be tied back with a navy ribbon or navy scrunchie. Coloured hairclips and elastics are not to be worn.
- All students are expected to wear their panama hat to and from school, as well as at morning tea and lunch.
- Girls are reminded that only one pair of earrings (small sleepers/stud – silver/gold/pearl or with a small gem stone) worn in the lobes, is allowed as well as a watch.
- Make up and coloured nail polish are not acceptable and hair colour should be of a natural shade and worn appropriately.

After School
- If girls accompany their parents into shops when travelling home from school, the full school uniform must be worn, including the hat.

Sports Uniform
- The sports uniform is worn with the white school socks and sport joggers that have appropriate soles and heel support for sport activity. Only soles that will not mark playing surfaces are permitted on the courts.
- A school sport cap is required for all outdoor lessons.
- The school tracksuit is only worn with the sports uniform during cooler weather.
- For swimming lessons, the school swimming costume or navy/black swimmers and house swim cap are to be worn.
- All other sport specific apparel is to be worn exclusively at those sport events or trainings outside class time.

Sport During the day
The sports uniform may only be worn when a student has a timetabled HPE lesson. Students are to change into and out of the sports uniform at break times before or following their HPE lesson so they are not wearing their sports uniform for more than 2 periods. Full School uniform must be worn to Chapel and Assembly.

Early Morning / Late Afternoon Sports Practice
Full school uniform must be worn to and from school each day, except when attending early morning practices. Students wearing sports uniform to school for early morning practices, are required to bring their full summer or winter uniform to school to change into for classes. Girls who go to sports training after school that finishes before 4.00pm must change into school uniform before going home. Those who attend a training session that finishes after 4.00pm may go home in sports uniform.

School Bags
Students are required to use a St Hilda’s school bag. No other bag in permitted. There is a range available to suit your daughter’s needs at the Uniform Shop.
**Uniform Shop**
The Uniform Shop offers parents the convenience of purchasing the school and sports uniform on site; there are also second-hand uniform options available. To ensure that your daughter’s clothing and other items are clearly marked the Uniform Shop provides an embroidery service. Opening Hours are currently:

- **Monday**: 7.30am to 1:30am
- **Tuesday**: 7.30am to 1:30am
- **Wednesday closed**
- **Thursday**: 7.30am to 1:30am
- **Friday**: 7.30am to 1:30am

(Please check web page or call 5577 7374 to confirm times)
The Uniform Shop will be open for extended hours during each return to school period.

**Uniform Borrowing**
The Middle School Centre holds a small supply of uniform items that students are able to borrow in an emergency. Items need to be washed and returned to the Middle School Centre as soon as possible.

**Naming of Items**
Please make sure that all uniform items, personal belongings and school equipment are clearly marked with your daughter’s name as this can help us return mislaid items to the rightful owners.

**Lost Property**
Students who have lost an item should check the lost property located at Student Reception, and then advise the MSC if they are unable to find the item.

**Lockers**
All students are assigned a locker for which they are expected to provide a lock. Spare keys will be kept in the MSC. Students are responsible for keeping their lockers tidy and making sure that their belongings are kept secure. It is strongly recommended that the girls do not bring valuables to School; however, if it is necessary these should be given to the MSC for safe-keeping.

**ID Cards**
Students are issued with an ID card. They use this card for borrowing from the library and signing in late or signing out early. All students must carry their ID card on them when at school.

**Tuckshop**
Students may access the Tuckshop facilities before school (from 7:00am) and during scheduled morning tea and lunch time breaks. Morning tea and lunch can be pre-ordered online. EFTPOS facilities are available.

**Tuckshop Voucher**
Students who forget their morning tea or lunch are able to obtain a voucher from the Middle School Centre. This voucher entitles them to a choice of limited items e.g. sandwich and fruit. The money owing needs to be repaid to the Middle School Centre the next school day.

**Peanut Allergy**
Some students in the School have a severe allergy to peanuts and other nut based products. The students concerned can even have a reaction to people who have touched peanuts/nuts. As a result we ask parents not to send peanuts or nut products to school.

**Buses**
A number of bus services are available to transport students to and from the School. This information is available from the James Administration Office.
Electronic Device Guidelines
As a communication device, mobile phones, when used appropriately, offer students and their parents many advantages in terms of ease of communication and a sense of personal safety. In order to maximize the learning opportunities for every student, the following guidelines are to be followed:
- Courtesy, consideration of and respect for others, at all times.
- Mobile phones must be switched off during lessons, tests, when stored in a locker and during any school activity or event. They should not be used in any manner or place that is disruptive to the normal routines of the School.
- They are brought to school, and used entirely at the owner's risk.
- Mobile phones are not to be used or taken into change rooms or toilets or used in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the School.
- Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated.
- The student who owns the phone will be held responsible for its use.