We would like to warmly welcome your family to Hillbrook.

This booklet provides some of the information you will need to prepare for the new year.

You will find further information for parents on the Hillbrook website.
Contents

- Parent Communication Pp. 3 & 4
- Student Communication P.5
- What to do and where to find it P.6
- iPads P.7
- Project Active P.7
- Music Program P.8
- Library Services P.8
- Uniform & Stationery Pp.9, 10 & 11
- Outdoor Education & Camp Program Pp. 12 & 13
- Parents and Friends P.14
- Hillbrook School Board P.15
There are many ways for parents to communicate with the school and to play an active role in the Hillbrook community.

You will find more information about the Hillbrook Parents and Friends Association later in this booklet. Just as you would have done when your child was in primary school, we encourage you to build partnerships with other Hillbrook parents and find your own way to be involved in school life.

Parent/teacher communication is a little more complex than it was in primary school, as there are different subject teachers and because young adults become more independent with each passing year.

However, there’s a balance to be found and there will be times when you will need to contact the school for administrative queries or to find out how you can support your child in a particular area.

**Hillbrook Contact Details**

- **Phone Number:** 3354 3422
- **Street Address:** 45 Hurdcotte Street, Enoggera QLD 4051
- **Postal Address:** PO Box 469, Everton Park QLD 4053
- **Website:** hillbrook.qld.edu.au
- **General Email:** hillbrook@hillbrook.qld.edu.au
- **Tuckshop:** 3354 6422 (Open breakfast, morning tea and lunch)

- **Uniform and Stationery Shop:** 3354 6456 (Open Mon 12-2pm, Wed 8-9am and Fri 8-9am)

- **P&F Association:** 3354 3422 (Meetings usually held on the 3rd Tues of each month. Meeting dates can be found in the school calendar)

- **School Board (Chairperson):** 3354 3422
- **Music Department:** 3354 6460 (Voice mail activated)
Who do I contact?

- General queries about common school matters can usually be answered by Leisa or Beck in reception.
- If your child is going to be away from school for any reason please call Leisa Bye at reception on 3354 3422. Please ring and tell us BEFORE 8.30am. Otherwise we have to ring you to make sure your child is okay. (Instrumental music students please leave a message on the Music Department phone, 3354 6460, by 7.30am.)
- The home room teacher has primary responsibility for the academic progress and wellbeing of each child in their home class and is the best first point of contact for most enquiries.

The best times to reach teachers are:
Before: 8.30am | Morning Tea: 10.10am - 10.30am | Lunchtime: 1.20pm - 2pm | After: 3.20pm

You can also contact teachers by email and these addresses can be found on Parent Lounge (see below). If the problem is more serious, please call Reception and make an appointment to speak with the School Counsellor.

School News

Families will be notified once a week when the online school news has been updated. The new format for 2016 is mobile friendly and can be easily read on any device. Click on the link in your email and you will find all the most relevant and up-to-date news and photo galleries, prompts for school events and rosters.

Parent Lounge

A link to this portal can be found on the Hillbrook website. You will be provided with a user name and temporary default password just prior to Term 1 commencing. On Parent Lounge you will be able to:

- Update your address & contact information
- Accept your child’s attendance at school excursions, and pay a fee if it applies
- Select parent/teacher interview times
- Email your child’s class teachers
- View medical information
- Look up past semesters’ academic reports
- View your child’s daily timetable
- View school calendars for event & year level assessment information, and
- Pay school fees (Tuition invoices are issued once a term)

Once access has been granted we encourage you to log in and make sure our contact details (including your personal email addresses) are current and correct.
You’re about to enter a new world with few familiar faces or places and a whole new set of rules and routines. Try not to feel too anxious about these changes, Hillbrook is a welcoming place and there are plenty of people here who remember exactly how you’re feeling right now. We’re ready to help make sure your first weeks at Hillbrook are as interesting and enjoyable as possible!

Guidance / Pastoral Care
Whether you’re starting at Hillbrook in Year 7 or as an older student, please always ask for help if you’re unsure of something. Support for students at Hillbrook takes many forms, with staff accepting collective responsibility for all students, whether or not those students are in their home class. This is in keeping with our idea of community.

Students can access information and support relating to subject selection, tertiary applications, career pathways and peer issues from Mrs Sue Forbes and Mrs Catie Dunlop, our student counsellors. We also have a Psychologist who works at our school 1 and ½ days a week who provides additional support. Our school chaplain, Reverend Sharon, is always happy to provide support to students and their families.

Online@hillbrook
online@hillbrook is a web based learning management system where teachers provide course material for download. You can also access online activities, your daily timetable and co-curricular resources here. As a new student you will need to reset (on a Hillbrook computer) the default password with a new password of your choice to use the system for the first time. You can access by typing http://online.hillbrook.qld.edu.au/ in your address bar. From January 2016 this link will also be found on the school website on the Students page.

IT Support
The IT Support Centre (located in C Block) is open for students before school and during lunch, or alternatively students can lodge a request via online@hillbrook.

Enrichment Centre
The Enrichment Centre (in C Block) is the place to go when you need help with assignments (understanding criteria, research and planning etc), exam preparation (stress management, exam strategies), extensions opportunities and learning support, organisational skills (note taking) and support during unexpected events.

Enrichment Centre Staff:
Michelle Faherty - Learning Support Teacher
Christel Long - Learning Support Teacher
Karen Armstrong - Learning Support Teacher
Jocelyn Bagdonas - Teacher Aide
Absence from school
If you’re not here once the rolls are marked, we ring home to find out where you are and if you are okay. So please make sure your parents phone us by 8.30am at the latest if you are going to be away that day. If you arrive late (eg after the rolls have been marked), you must call into Reception so we know you have arrived. (Instrumental music students please leave a message on the Music Department phone, 3354 6460, by 7.30am.) Please note that seven or more unexplained late arrivals per term will jeopardise the early finish on the last day of term.

Illness during the day
If you feel ill during the day, get a note from your teacher, then go straight to Reception where we will make the necessary arrangements.

Leaving school during the day
You must bring a note to Reception so your request can be recorded on the Absentee List. This should be handed in either before Home Class or to your Home Teacher in Daily Starter.

Accidents
If an accident happens at school, see your class teacher or the teacher on Grounds Duty. Otherwise go to the person on Reception.

Lost property
The Lost Property Bin is outside the Print Room in B Block. If you’ve lost something, please check here as often as possible, or ask at Reception.

Found property
If you find something, please put it in the Lost Property Bin. If it is valuable, please hand it into Reception.

Valuables
Unfortunately, in any community it is difficult to store valuables safely, especially when bags are kept on outside racks. Three simple guidelines:

- DON’T bring valuables, including large amounts of money, to school.
- If you have to, for any reason, please leave them at Reception or with your Home Teacher.
- Make sure your name is on all of your property.

Mobile Phones
We understand that many students need to have a mobile phone with them for travel arrangements, etc. We ask that you keep it in your bag or pocket. It must be switched off during all class times.

Student Notice Board
This is located outside the Admin Block. Please check this every day, as messages are only taken to class in exceptional circumstances.
The use of mobile devices, such as iPads, in classrooms help introduce students to a broader variety of teaching and learning activities that better prepare them for this information-rich world.

All students in Years 7-9 use their own iPads in class. In Years 10-12 the students still use their iPads and also use a laptop under the school text hire levy.

The required iPad configuration is:

- iPad (not iPad mini)
- 32 GB (minimum)
- Wi-Fi only (Cellular not recommended)

For further information and the updated list of required student Apps, visit the iPad and Apps page at iPad.Hillbrook.qld.edu.au.

Fencing, public art, yoga and interschool team sports are just a few of the activities offered outside regular class times at Hillbrook. The program is called ‘Project Active’ and it’s a smorgasbord of activities open to all Hillbrook students. Students in Years 7, 8 and 9 are expected to participate in at least one extended activity each semester.

The cost of each activity ultimately depends on choice and payment (if applicable) is made at the time of selecting an activity directly via Parent Lounge.

Project Active information sheets are attached to the invitation in Parent Lounge by the second week of each semester. These tell you what activities are available and details such as start dates, times, cost and who is running them.

Can parents get involved?
YES! Parents are encouraged to sign up for any activity that is listed as a parent activity. Parents are also encouraged to contact the school if they would like to offer their time to run a Project Active sport or leisure activity.
Music Program

Music provides students with experiences and challenges that will benefit them throughout life. It helps develop life skills they can apply to other subjects and situations; it’s a social experience that promotes team building; it develops self-discipline and concentration, builds problem-solving skills, self-esteem and physical co-ordination; it requires students to continually set goals and accept responsibility for their own progress. Most of all, Music gives every child the opportunity to be creative and expressive.

Classroom Music: All Year 7 students have one Music lesson a week for a semester. These lessons give students the opportunity to learn an instrument and develop listening skills.

Co-Curricular Music: Students are also encouraged to be involved in the co-curricular Music program, through private lessons and or involvement in the many ensembles available at Hillbrook.

Students are placed in ensembles based on their performance experience and teacher’s recommendation. Informal auditions may be required. Students involved in a co-curricular ensemble are expected to be having lessons on their instrument from a recognised instrumental music teacher.

The co-curricular Music Program Handbook, available on the Hillbrook website, explains how the program works and details costs involved.

Applications for music lessons are available at this link - bit.ly/mlform

Library Services

The Hillbrook library is open every morning tea and lunch time (unless notified otherwise). It is a lovely quiet work space and houses a wonderful collection of novels, non-fiction books and magazines. There is a library website available via online@hillbrook for assignment and research resources. Students have an account for printing, photocopying, scanning and emailing and can hire cameras, video recorders and e-readers.

Parent help is always welcome in the Library and it is worth noting that the library has a dedicated parents' section with books on a range of topics, especially the raising and understanding of teenagers.

Library Staff:
Mrs Phair - Teacher Librarian
Mrs Margaret Spiteri - Library Technician
Jane Bergman - Library Technician
Roseanne Millhouse - Library Aide

Library Hours:
Mon-Thu: 7:30am - 4:20pm
Fri: 7:30am - 4pm
Uniforms and Stationery

Each year we set aside a sale day for the convenience of incoming families. Sale days are staffed by parent volunteers who do their best to serve families as efficiently as possible. This day is very busy, please be patient as our volunteers attend to each family’s needs. This year our sale day will be held on: Saturday 7 November - 9am - 4pm

Normal Operating Times as of January 2016:
Monday: 12pm - 2pm
Wednesday: 8am - 9am
Friday: 8am - 9am

If you would like to volunteer for Uniform, Stationery or Tuckshop please complete the forms provided in the Incoming Student Forms booklet.

Uniforms
While there’s a range of uniform choices available for our students, their choice of which uniform to wear is not dictated by age, season or occasion. Thus, we do not have a winter or summer uniform, or a formal or informal uniform, just a choice of styles and combinations for them to choose from. We carry a good range of sizes, but if your student is likely to need a special order please let us know as soon as possible.

While some parents are concerned about purchasing too early, please be assured that the volunteers who staff the shop are all parents and are aware of the issue of growing children. Allowances are made and exchanges are also possible where necessary.

Stationery
Year 7 stationery packs are also available for purchase and in 2016 the cost of these packs is $78.75. The kit covers all basic needs for students in their first year of high school with the exception of the Student Homework Diary and requirements for PSD (Personal & Spiritual Development), German and Manual Arts. These will be supplied by the teacher and will be charged to the student’s account. Packs are also available for Years 8, 9 and 10.

Text Books
These are provided by the school and will be issued during the first week of school. Our text hire facility (upstairs in E Block) is open every day at morning tea. Returns can be placed in the chute after hours.

Payment
On sales day, payment can be made with cash, cheque, EFTPOS or credit card. Please note that we do not accept American Express or Diners cards. If paying by cheque, we will require a separate cheque for uniforms and for stationery.

If you would like to place an order for pick up and payment in January, we would be more than happy to organise this when you bring your student in on the allocated uniform sales day.

If you have any other questions, please contact us during our normal trading hours (on 3354 6456) or feel free to ask the volunteers on Uniform Day.
Balancing Practicality with Personal Choice

One of the great things about school uniforms is that they make the decision about what to wear to school each day a pretty easy one. The downside, of course, is that they tend to make everyone look… well, uniform!

The foundation students of Hillbrook helped design our uniforms in such a way as to balance the rights of students to express some individuality and personal choices in what they wear, and their responsibilities to look neat and tidy as important ambassadors of the school.

There are some items which, for safety or practicality reasons, are ‘standard issue’:

Shoes

Workplace Health and Safety regulations mean acceptable school footwear choices are very limited. Black lace-up leather school shoes - not joggers or other variations - are required. Because of these regulations, students who are not wearing this type of shoe cannot be permitted to enter certain areas of the school, like science labs for example. Regular polishing not only helps keep school shoes looking better, it helps keep them in safe and acceptable condition for longer too.

Sports Uniform

Students need to wear the correct sports uniform for Physical Recreation lessons. We ask that they change into these during the break before their lessons, and back into their school uniform in the break immediately after their Physical Recreation lessons. Students are also required to wear school caps or hats for sun protection during all outdoor sessions. Sunscreen is provided.

Grooming

Grooming is a very personal area that requires continual interpretation and judgements about taste and appropriateness. We offer some guidelines that we expect students to respect, though at times the school authorities will make judgements about taste, safety and fashion, and we ask parents to support these decisions. We are sure both parents and students understand that Hillbrook’s uniform policy aims to be fair and safe for all involved, and we are confident that students will take pride in presenting themselves well.

Hair

Hair should be of one natural-looking colour and worn in a neat, conventional style - which means girls with long hair need to tie it back. There should be no extremes of hairstyle or presentation.

Jewellery

Once again, sensible and conservative is the way to go - a tasteful ring, a light metal neck and/or wrist chain with no pendant; a watch; and, for girls, one pair of matching sleepers or stud earrings in silver or gold. It is unacceptable for boys to wear earrings with the school uniform. Jewellery, retainers, or spacers are not acceptable in visible piercing.
Uniforms and Stationery

Make-Up
Great outside of school - but not acceptable with your school uniform.
For more information, you will find the Hillbrook Grooming and Presentation Policy in the Study Notebook which students receive on the first day of school.

Bags
One of the most difficult things about the move from primary to high school is the increase in what students need to bring to school each day. With the larger number of subjects, as well as the co-curricular activities, students can find themselves with very heavy loads to carry.

We’ve given a great deal of time, thought and consultation to this over many years, and have tried several approaches. Essentially, the issue comes down to students carrying heavy books to and from school, and between classes.

We’ve established that:

• Lockers do not work. They seem the obvious solution, and we have tried them, but the fact is that after some initial interest, students don’t use them. They continue to take their books home and carry them between classes, and keeping track of locks and keys often causes distress when they are lost. Also, the lockers attracted vermin, they were often vandalised on weekends and holidays, and they are expensive.

• Shelving in classrooms and sharing texts have been similarly unsuccessful: students didn’t use the shelving, and there were interminable arguments over who had responsibility for the shared texts.

Our research has led us clearly to the view that the best solution is for the students to have appropriate back packs, packed and worn correctly, carrying only what is needed for each particular school day.

With assistance from the Outdoor Education staff and a parent who is a physiotherapist, the school has chosen two backpacks which are now available through the Uniform and Stationery Shop. The school backpack is compulsory. In 2016 the standard school backpack costs $69.50 and the physio backpack costs $90.00.

In the early weeks at Hillbrook we will talk to the students about:

• Distributing the weight in their school bag evenly
• Using both shoulder straps
• Packing heavy items nearer the body
• Using the waist strap
• Bringing only the books and equipment they need for that day.

We have also limited the number of different classes in a day in order to limit the number of different textbooks required at once and try to prepare activity sheets or texts on the ipad where possible.
Outdoor Education

Hillbrook supplies students with some of the basic Outdoor Education equipment requirements. You may already have the basic gear required for your son or daughter. However, if you do need to purchase new equipment remember the old adage “you get what you pay for”. Quality outdoor gear is worth the outlay and will last a long time if looked after properly. Hillbrook has negotiated a discount from some suppliers on the equipment that may need to be purchased. This will be explained at the Outdoor Education information evening in January.

The following basic gear list provides a guide to the equipment required. The items in **bold** are essential. If you’re unsure of anything please talk to one of our Outdoor Education staff rather than spending a lot of money on equipment that may not be necessary.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tent</strong></td>
<td>On the junior camps, tents are provided by Hillbrook. Students may need to buy a tent for the senior camps, and if you are considering buying one now, make it a small hiking style one - compact and light weight. Look for vestibules, seam sealing and ventilation.</td>
</tr>
<tr>
<td><strong>Sleeping Bag</strong></td>
<td>Remember that sleeping bags will need to be carried on overnight or multi-day walks in a backpack (along with tents, food, clothing, etc) so packed size is important. Getting a sleeping bag with a winter, or 0 degree rating, will ensure the comfort of your child in any season.</td>
</tr>
<tr>
<td><strong>Sleeping Bag Liner</strong></td>
<td>Triples the life of your sleeping bag, and prevents the need for sleeping bags to be laundered. An old double sheet folded in half and hemmed along two sides is a good alternative.</td>
</tr>
<tr>
<td><strong>Foam Mat</strong></td>
<td>For comfort and insulation, a must. Please select a modest thickness (8mm) as once again, size matters.</td>
</tr>
<tr>
<td><strong>Day Pack</strong></td>
<td>This should be at least 35 litres in volume, have 2 padded shoulder straps, a waist belt and be fairly robust. Can his/her school bag do the job? NOTE: Hillbrook supplies the larger overnight backpacks. You do not need to buy one.</td>
</tr>
<tr>
<td><strong>Raincoat</strong></td>
<td>An essential. A good raincoat is at least mid-thigh length, has an attached hood and is actually waterproof (not all are!). Ponchos are not suitable.</td>
</tr>
<tr>
<td><strong>Thermal Shirt</strong></td>
<td>Made from polypropylene or equivalent. These are light, warm and quick drying. The older cotton style thermals are not suitable.</td>
</tr>
<tr>
<td><strong>Footwear</strong></td>
<td>No need to go out and buy expensive boots as a comfortable pair of sturdy runners will do the job. For canoeing and swimming, students are required to wear covered footwear, an older pair of runners is most suitable.</td>
</tr>
<tr>
<td><strong>Water Bottle</strong></td>
<td>A used 2 litre soft drink bottle is hard to go past, and is better than most cordial or milk bottles.</td>
</tr>
<tr>
<td><strong>Torch</strong></td>
<td>If buying a torch, the best type is a head torch. This allows two hands free to prepare dinner and wash up, etc.</td>
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Outdoor Education and Camp Program

Camp program
In today’s world, most people live in industrialised cities: in a technological, competitive and impersonal environment where there is danger that we’ll lose touch with the natural world and the lessons we can learn from it. At the core of Outdoor Education at Hillbrook is the development and understanding of healthy relationships with self, others and the environment. Our program continues to evolve but in 2016 should run as outlined below.

Year 7
Focus: Feeling a sense of CONNECTION to school and establishing a sense of belonging to the Home Class
3-day Introductory Camp | Borumba Dam
Orienteering | Bardon Forest Park
Ropes Course | Upper Kedron
Canoe Day | Upper Brisbane River

Year 8
Focus: EXPLORATION of the natural and social environment and ways individuals impact on them and on one another.
4-day Camp | Girraween National Park
Rock Climbing & Abseiling Day | Kangaroo Point Cliffs
Ropes Course Day | Upper Kedron
Urban Adventure | Around the Brisbane River

Year 9
Focus: Continuing EXPLORATION of the natural and social environment and ways individuals impact on them and on one another.
4-day Camp | Girraween National Park
Orienteering | Murrenbong Scout Centre
Rock Climbing Day | Kangaroo Point Cliffs
Ropes Course Day | Upper Kedron
Canoeing Day | Brisbane River, Fernvale

Year 10
Focus: Acknowledgement and celebration of the TRANSITION towards adulthood with its associated freedom and responsibilities.
4-day Camp | Yuraygir National Park, Northern NSW
Canoeing & Lifesaving Skills Day | Upper Brisbane River
Rogaining Day (Scored Event) | Mt Coot-tha

Year 11
Focus: DESTINATIONS unlimited.
4-day Self-Directed Expedition | Sunshine Coast Great Walk / Gibraltar Washpool Great Walk NSW / Girraween National Park (Or extension destination decided and organised by students in consultation with staff)
Challenge Ropes Course | Upper Kedron
2-day Overnight Camp (First Aid & Bush walking) | Mt Barney National Park

Year 12
Focus: Students begin to make real DECISIONS about their program, in terms of how they will contribute to their group, as well as what particular camp they will go on.
4-day Camp choice include: Bush Walking / Surfing / Rock Climbing / Sailing / Mountain Biking / Scuba Diving / Jillaroo or Jackeroo / Sea Kayaking | Various
Hillbrook, since inception nearly 30 years ago, has welcomed parental input and participation. The involvement of parents in the life of the school has a healthy and positive impact on a young person’s education and personal development. The Parents & Friends Association (P&F) actively seeks to create a range of opportunities for parental involvement.

The P&F Committee consists of members from the parent body and wider school community. Meetings are held monthly and are the hub of P&F operations. These meetings also provide a forum for parents to ask questions or raise matters of concern. The P&F has subcommittees which oversee a variety of areas:

**The Education Advisory Committee (EAC)** includes representation from the School Leadership Team. The EAC organise an “Evening” each term with guest speakers on topics related to adolescence. These evenings are advertised in the Hillbrook Newsletter which is available online, and are open to any parents who are interested, not just the current parents.

**Parents.Connect** is a recent initiative with a parent liaison in each class. Such a connection enables a greater sense of belonging among the parents, and in particular the parents in your child’s class. The role is not intended to take any responsibility away from students but to strengthen a relationship that we know from research, can be important in our students’ learning.

**The Business Operations Committee** oversees the running of the Tuckshop, Uniform and Stationary Shops. We are fortunate to have excellent convenors for these areas which make these tasks much easier. Volunteers are always needed to assist in these shops and they provide a great way of getting to know other parents.

**The Events Committee** organises and runs events ranging from social events for parents and/or families to large scale community events. Typically these events are not run for fund raising purposes but rather to achieve a particular goal. Recently, these events have included:
- Chapel welcoming service and family BBQ
- Hillbrook Under the Stars (parent social night)
- Sustainability Day (a major festival promoting sustainable living)

**The Music Support Group** helps out with the organisation of concerts and assists with catering for musical events. Hillbrook has a rich and varied Music Program with many talented students. Concerts are held regularly and are well worth attending as the performances are very professional.

Hillbrook is a Learning Community and what better way to learn than to join a Parent Outdoor Program camp run by our Outdoor Ed Teachers. These programs can be challenging but give parents a unique insight into what our children experience on camp. Parents who have been on several of these camps are so enthusiastic that they are now organising their own expeditions, the PROP (Parent Run Outdoor program) camps.

More information on the Hillbrook community of parents and friends can be found on the website.
Hillbrook has a special foundation of school democracy - a feature that distinguishes it from most other independent schools.

Our school is run by teachers, parents and friends of Hillbrook who elect representatives to the Hillbrook School Board.

To vote or stand for election of the School Board, you need to become a member of the company that owns the school - Hillbrook Anglican School Limited - by completing a membership form and paying a $10 annual fee. Forms are sent out in the newsletter early in the year. There is also one included in the Incoming Student Forms folder.

You are then welcome to contribute your ideas or to nominate yourself or any other company member to stand for election.