



PREP – YEAR 6 PRIMARY HANDBOOK 2026



Building Futures Together

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About Our School

Hills College is a co-educational, Prep to Year 12 independent school with approximately 800 students, offering a unique learning environment where language, culture, and opportunity are shared. Renowned for its warm, welcoming community, the College provides high-quality facilities and personalised attention that empower every student to excel.

Guided by our motto, Building Futures Together, we strive to educate global citizens who are inquiring, knowledgeable, resilient, and respectful. Our mission is to nurture young people within a safe, supportive environment that values intercultural understanding and inspires them to reach their full potential.





Through strong partnerships and meaningful learning experiences, Hills equips students to become effective communicators, creative and innovative thinkers, and responsible global contributors who embrace sustainable practices.

At Hills, we live our values every day:

- **Live with compassion**
- **Act with integrity**
- **Work with diligence**
- **Strive for success**



Our College Houses

House Name and Logo	Mascot	Colour	Mountain / Land Formation	Country of Origin
	Phoenix	Red	Mt Fuji – Fujisan	Japan
	Hawk	Blue	Mount Halla - Hallasan	Korea
	Dragon	Green	Jade Mountain – Yu Shan	Taiwan
	Dingo	Yellow	Uluru	Australia



Primary School Contacts

School Officer- Primary School Enquiries	michelle.smith@hills.qld.edu.au
School Officer -First Aid, Medication & Attendance	nicole.schreurs@hills.qld.edu.au
Uniform Shop	uniform.shop@hills.qld.edu.au
Main Administration	admin@hills.qld.edu.au Ph: (07) 5546 0667
College Principal Mr Darren Parks	Darren.Parks@hills.qld.edu.au
Head of Primary Mr Matthew Noel	matt.noel@hills.qld.edu.au
Deputy Head of Primary Mr Stuart Ablitt	stuart.ablitt@hills.qld.edu.au
Head of Curriculum Mrs Kellie Smith	kellie.smith@hills.qld.edu.au
Head of Inclusive Ed. Mrs. Tracy Ashbridge	Tracy.ashbridge@hills.qld.edu.au
PCYC (before and after school)	hillscollegesac@pcyc.org.au Ph: 0403 338 295

College Dates 2026

Term 1

Friday	23 January	Prep Orientation and open classrooms (9-11 am)
Monday	26 January	Australia Day Public Holiday
Tuesday	27 January	Term 1 Commences
Wednesday	1 April	Term 1 Concludes

Term 2

Tuesday	21 April	Term 2 Commences
Monday	4 May	Labour Day Public Holiday
Thursday	18 June	Term 2 Concludes

Term 3

Tuesday	14 July	Term 3 Commences
Monday	10 August	Logan EKKA Holiday
Friday	4 September	Student Free Day (Verification/Moderation Day)
Thursday	17 September	Term 3 Concludes

Term 4

Wednesday	7 October	Term 4 Commences
Friday	20 November	Year 12 Concludes
Friday	27 November	Years 10 & 11 Concludes
Wednesday	2 December	Prep – Year 9 Concludes

Learning at Hills- Our Approach

At Hills College, our Primary Years Programme (PYP) provides the framework for delivering the Australian Curriculum (V9.0) from Prep to Year 6. As an authorised IB World School, we offer an internationally recognised approach that encourages students to take ownership of their learning, think critically, and engage with real-world issues.

Through six thoughtfully designed units of inquiry each year, students explore concepts that spark curiosity and deepen understanding. Guided inquiry, purposeful learning experiences, and differentiated support ensure that every child can build knowledge, develop essential skills, and pursue their interests.

Our classrooms are vibrant centres of active learning where students ask questions, collaborate, investigate, and take meaningful action. This balanced approach empowers learners to grow as confident, capable, and globally minded young people.

The essential elements of the Hills Programme are incorporated into a framework so that students are given the opportunity to:

- Gain knowledge that is relevant and of global significance
- Develop an understanding of concepts, which allows them to make connections through their learning
- Develop and strengthen transdisciplinary and disciplinary approaches to learning
- Develop attitudes and attributes that will lead to international-mindedness and global citizenship
- Take action as a consequence of their learning

What is the Primary Years Program (PYP)

The International Baccalaureate Organisation Primary Years Programme (PYP), for children aged 3 – 12, nurtures and develops young students as caring, active participants in a lifelong journey of learning. Through its inquiry-led, transdisciplinary framework, the PYP challenges students to think for themselves and take responsibility for their learning as they explore local and global issues and opportunities in real-life contexts.

The International Baccalaureate

“The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organisation works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.”

IB Learner Profile and how these link to our College Values

All IB Programmes aim to develop internationally minded people who recognise their common humanity and shared guardianship of the planet and help to create a better and more peaceful world.

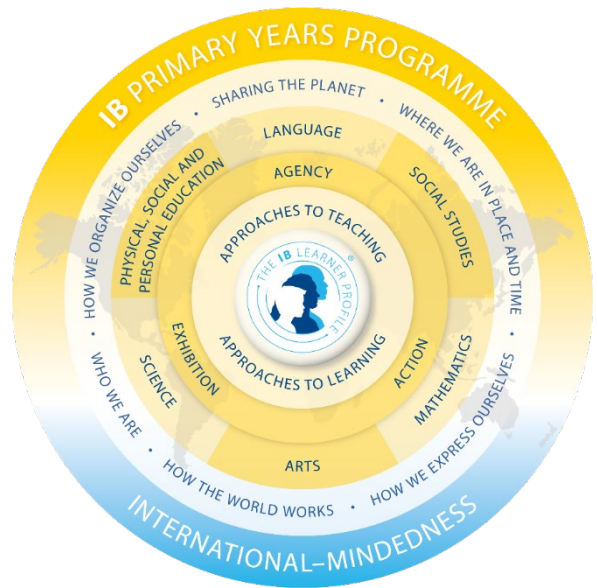
College Values	Learner Profile Attribute
Live with Compassion	CARING We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
	OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Act with Integrity	PRINCIPLED We act with integrity and honesty, with a keen sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
	COMMUNICATOR We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Work with Diligence	INQUIRER We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
	THINKER We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
	KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Strive for Success	RISK-TAKER We approach uncertainty with forethought and determination; we work independently and cooperatively to explore innovative ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
	BALANCED We understand the importance of balancing various aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognise our interdependence with other people and with the world in which we live.
	REFLECTIVE We thoughtfully consider the world and our own ideas and experiences. We work to understand our strengths and weaknesses to support our learning and personal development.

Transdisciplinary Learning

IB PYP Schools ensure that learning is engaging, relevant, challenging, and significant. This is done through a transdisciplinary approach to teaching and learning that has relevance between, across, and beyond subjects and transcends borders that confine them to connect what is real in the world.

The Transdisciplinary Themes focus on transforming subject knowledge, are developed through six themes and are supported by six subject areas. These themes form a Programme of Inquiry for each year level from Prep – 6. The themes are as follows:

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How the World Works
- How We Organise Ourselves
- Sharing the Planet



Concepts

- Form – *What is it like?*
- Function – *How does it work?*
- Causation – *Why is it as it is?*
- Change – *How is it transforming?*
- Connection – *How is it linked to other things?*
- Perspective – *What are the points of view?*
- Responsibility – *What are our obligations?*

Approaches to Learning

The Approaches to Learning (ATL) are grounded in the belief that learning how to learn is fundamental to a student's education. The ATL is divided into five categories of interrelated skills and associated sub-skills that support students of all ages to become self-regulated learners. The ATL concerns:

- Thinking Skills
- Research Skills
- Communication Skills
- Social Skills
- Self-Management Skills

The IB Approaches to Teaching are:

- Based on inquiry
- Focused on conceptual understanding
- Developed in local and global contexts
- Focused on effective teamwork and collaboration
- Differentiated to meet the needs of all learners
- Informed by formative and summative assessment

Action

Action is at the core of student agency and is integral to the Primary Years Programme. It is student-initiated and can be individual or collective. It is authentic, meaningful, and mindful, and can happen at any time. The demonstration of action can include:

- Participation – Being actively involved in the learning community and showing commitment to contributing as individuals and as members of a group.
- Advocacy – Taking action individually or collectively to support positive social, environmental, or political change.
- Social Justice – Taking action for positive change relating to human rights, equality, and equity. Being concerned with the advantages and disadvantages within society, and with social well-being and justice for all.
- Social Entrepreneurship – Supporting positive social change through responding to the needs of local, national, and global communities; applying prior knowledge and skills to identify and address challenges and opportunities in innovative, resourceful, and sustainable ways.
- Lifestyle Choices – Making positive lifestyle changes in response to learning.



Specialist Subjects

We offer the following specialist subjects for students in Primary.

- The Arts: includes Music, Visual Arts, and Dance.
- Languages (Chinese).
- Health and Physical Education (including Swimming Program for Prep-Year 2, Years 4 and 6).
- Technologies (Digital)
- Additionally, all students have one library session.



Home Learning

At Hills, Home Learning (homework) is not a compulsory requirement in the Primary School. However, daily targeted reading is essential for developing healthy reading habits, building reading stamina, and improving comprehension. For younger students, practising high-frequency words further supports reading development and fluency.

At the beginning of each school year, classroom teachers will communicate how they would prefer reading to be undertaken at home. This may include options such as maintaining a reading log, Home Readers, completing book reviews, or writing book reports. They will also include reading strategies that can be used at home to support our students further on their reading journey.

Assessment

Assessment is a continuous process used to understand student learning and guide teaching. Through the PYP framework, assessment captures both the *process* and *products* of inquiry, supporting students' growth in knowledge, skills, and conceptual understanding. Using the Australian Curriculum and a five-point scale, teachers and students collaborate to monitor progress, reflect on learning, and set next steps. Effective assessment at Hills is authentic, clear, varied, developmental, collaborative, interactive, and designed to provide meaningful feedback that informs future learning.

Reporting

Hills College provides ongoing and multi-modal reporting to ensure families are well-informed about student progress. This includes Term 1 parent-teacher interviews, child-centred Student-Led Conferences in Term 3, and comprehensive written reports issued at the end of Terms 2 and 4. Reports outline achievement in all learning areas, include personalised teacher comments, and reflect PYP learner attributes. Reports are accessible via **Parent Orbit**.

For more information on Assessment and reporting, please access the [Primary Assessment and Report Policy](#).

Our School Day

College Hours

Office Hours	8:00 am – 4:00 pm
School Day (Primary, Prep-Year 4)	8:40 am – 3:10 pm
School Day (Primary, Year 5-6)	8:40 am – 3:15 pm
School Day (Secondary)	8:40 am – 3:25 pm

Before School Procedures

We kindly ask that students not arrive at school before 8:25 am. Our Primary Playground is strictly out of bounds, morning and afternoon. Students in Prep-6 must drop their bags off at their classroom and can move to the Quad area until the first bell at 8:35 am. Students enrolled in PCYC will be dismissed at the first bell and will walk to their classrooms. The first bell will indicate that students move to their classroom, gather their belongings for the school day, and line up and wait for their teacher.

- 8:35 am First Bell (students to move to class)
- 8:40 am-9:00 am Class commences. Connection and well-being time

- 9:00 am- 11:10 am Periods 1-3
- 11:10 am- 11:40 am Morning Tea
- 11:40 am-1:10 pm Periods 4 and 5
- 1:10 pm-1:55 pm Lunch
- 1:55 pm-3:10 pm Periods 6 and 7
- 3:10 pm Home time for Prep-Years 4
- 3:15 pm Home time for Years 5 and 6

After school procedures

Students will immediately move to 1 of 4 areas

- Primary Drop and Go Area
- PCYC (if enrolled)
- Bus stop
- Meeting point (at the crossing)
- The Primary Drop and Go area is staffed until 3:45 pm. Please contact our Primary School Officer if you are running late.

How can my child access the college?

Parking on campus is limited, so to maintain safe, smooth traffic flow, we ask all families to follow the guidelines below and observe all road rules and signage around the College.

Students may access the College through the following options:

- Drop and Go Zone – A quick, efficient option for morning drop-off and afternoon pick-up.
- Bus Services – Several bus routes service the College for convenient daily transport.
- Prep Car Park – *Prep families only*. Limited parking is available for drop-off and pick-up.
- Short-Term Parking – Located behind college Executive for authorised early pick-up.
- If a short-term park is secured, students will enter the College via the pedestrian crossing.

Parents on Campus

As a child-safe organisation, and to minimise disruptions to student learning, all parents and visitors must sign in at Main Administration before entering the College grounds.

Only Prep families are permitted to access the Prep classroom area without signing in, and only during the designated times:

- After 8:30 am for morning drop-off
- After 3:10 pm for afternoon pick-up

We respectfully ask parents who do not have children in Prep to not access the College grounds at any time without signing in. **Exceptions to the sign-in process include:**

- Assemblies
- Parent Teacher Interviews, Meet the Teacher Evening and Student Led Conferences
- School celebrations, such as Award Ceremonies, Prep/Year 6 Celebration, Foundation Race

These guidelines ensure a safe environment for all students, minimise distractions during learning time, and help us foster independence and resilience in our young learners.

Punctuality and attendance

Daily attendance is compulsory. Students, parents, and staff work together to ensure every student meets the College's expectation of 96% or above attendance with no unjustified absences.

Consistent attendance supports academic progress, builds strong routines, promotes punctuality, and helps students form and maintain meaningful friendships.

Families are asked to avoid taking holidays during school term time. Any planned absences of this nature require prior approval from the College Principal.

Late Arrivals

Primary students are to report to:

- P-3 Main Office.
- Years 4-6, the Student Services area in C Block.

Early Departures

To ensure a smooth process for early departures, all Primary students must be signed out through the Main Administration building.

If your child needs to leave school early, please provide at least two hours' notice. We kindly ask that you telephone or email the Main Administration well in advance of the planned departure time.

This advance notice helps our team effectively communicate with teachers and staff, minimising the risk of delays or missed messages and ensuring a seamless experience for you and your child. Your cooperation also helps reduce undue pressure on our administrative staff during busy periods.

Absentees

If your child is absent for any reason, the College requires an entry using Parent Orbit or by phoning 5546 0667. If no notification is received, an absentee text message is sent to the parent/guardian. Students who are unwell for 3 days or more are required to provide the College with a medical certificate.

Uniform

The College expects that students will maintain the highest standards of behaviour, manners, appearance, and dress. Students are to always conduct and present themselves in a manner that shows respect and pride in themselves and in Hills. If your child is out of uniform, please provide a notification explaining the reason. All decisions regarding uniform acceptability in the Primary School are at the discretion of the Principal, Head of Primary, and Head of Wellbeing.

Uniform Exceptions:

The Year 6 shirt may be worn in place of the House sports shirt. Exceptions to this include:

- College carnivals
- College events, such as Foundation Day Race

For further information regarding our Uniform Policy, please follow the link below.

[Uniform Policy](#)



Uniform Shop Hours

Phone: (07) 5547 9609

Tuesday/Thursday 8.00am – 3:45 pm (Closed between 12.00noon and 1.00 pm)

Wednesday 8:00 am and 10:00 am

Uniforms may be purchased from the shop during the hours shown above, during term time, with payment upon sale. Parents and Carers can place an order at the end of the year for the start of the next school year. The uniform shop can only be accessed by making an appointment using the booking calendar. Strictly no drop-ins!

Behaviour Expectations at Hills

At Hills College, we are committed to fostering a learning environment where every student feels safe, valued, and supported. Upon enrolment, all students are expected to uphold the highest standards of behaviour and conduct, aligning with our College values: Live with compassion, Act with integrity, Work with diligence, Strive for success.

These values guide every aspect of life at Hills and serve as the foundation for our **Responsible Behaviour Policy**. We strongly believe that by focusing on *positive behaviours* rather than punitive measures, we create the conditions for every child to thrive.

Our Positive Behaviour Approach

Positive behaviour expectations are designed to:

- Create a safe and caring environment
- Develop a sense of belonging and inclusiveness
- Support every child to achieve their personal best
- Enhance social, emotional, and academic resilience

Restorative Practices

We use restorative approaches to help students understand the impact of their actions and to guide them in modifying their behaviour in line with our College expectations. Restorative practices support students to:

- Reflect on their choices
- Repair relationships
- Learn strategies to make positive behaviour choices in the future



Working Together to Support Students

At times, a classroom teacher may consult with parents if a student's behaviour is unusual, concerning, or repetitive.

Ongoing or repeated behaviours, or any major behaviour concerns, will be referred to the Head of Primary or Head of Inclusive Education, who will contact parents to collaborate on appropriate support strategies.

We view behaviour as a shared responsibility and value the partnership between home and school to ensure each student is well supported.

Student Wellbeing at Hills

Student wellbeing is at the heart of everything we do at Hills College. Our approach is grounded in our College L.A.W.S. values. These principles guide how we support students to develop strong emotional, social, and interpersonal skills, ensuring they feel safe, connected, and ready to learn.

Connection Time

Each morning begins with Connection Time, from 8:40 am. Connection Time builds classroom unity, strengthens relationships, and provides a calm and purposeful start to the day.

- Circle time
- Affirmations
- Goal setting
- Reflective discussions



Buddy Time

Every fortnight, all Primary students participate in Buddy Time, an opportunity to build positive connections across the College. During Buddy Time, students learn to:

- Practise empathy
- Support younger peers
- Strengthen trust and teamwork
- Contribute to a community of care

Open Parachute Program

In 2026, we are proud to introduce Open Parachute, an evidence-based wellbeing program designed to enhance mental, social, and emotional development. The program provides:

- Age-appropriate lessons that build resilience
- Strategies for managing emotions and everyday challenges
- Tools to support healthy peer relationships
- Real-world scenarios that strengthen problem-solving and self-awareness

Prep – Year 2: Bravehearts

Students in Prep to Year 2 participate in the Bravehearts program, which teaches personal safety, protective behaviours, and strategies to recognise and respond to unsafe situations.

Prep – Year 6: Healthy Harold

All students from Prep to Year 6 participate in the Healthy Harold program, which promotes healthy lifestyles, resilience, and wellbeing through engaging lessons and activities.



Years 5 – 6: Additional Wellbeing Offerings

In Years 5 and 6, students are provided with additional wellbeing sessions, called *Let's Talk About It!* to address the unique needs of upper Primary students. These sessions build on the foundational programs and focus on:

- Self-awareness and emotional regulation
- Positive peer relationships
- Preparing for the transition to Secondary school

Student Counsellor Support

The College has a dedicated Student Counsellor who is available for wellbeing check-ins and ongoing support. Families can access this service by contacting their child's class teacher, who will assist with the referral process.

Bullying

The College has clear and consistent procedures for responding to bullying. Any reported bullying is treated as a **high priority** and will be investigated promptly in line with our **Bullying Prevention and Intervention Policy**.

Therapy Dogs

The Hills Therapy Dog program aims to supplement and complement the well-being policies and practices in the school community. The Therapy Dogs will work with their handlers to provide regular and emergency support for students and staff, in the context of a carefully planned and risk-assessed framework. Hills' Therapy Dogs will provide opportunities for:

- Managing student dysregulation
- Providing proactive calming in individual and classroom settings
- Developing empathy
- Developing a sense of personal and shared responsibility
- Developing ethics
- Teamwork and communication
- Managing anxiety, trauma, and depression
- Companionship



Communication and Parent Partnership

A strong partnership between home and school is vital for every child to reach their full potential. At Hills College, we are committed to maintaining open, respectful, and timely communication with families. We use a range of platforms to ensure parents are well-informed and actively involved in their child's learning journey.

Reporting Student Progress

We keep families updated on student learning through a consistent reporting cycle:

- Semester Reports are issued at the end of Term 2 and Term 4.
- Parent–Teacher Reporting Conferences are held at the end of Term 1, with all families allocated an appointment time.
- In Term 3, students participate in Student-Led Conferences, providing an opportunity for them to share their learning and goals with their families.

Facebook

Hills maintains an active Facebook page that celebrates College life, events, and achievements. We encourage families to follow the page to stay connected.

Parents are reminded to exercise care and good judgment when posting on private or public social media. Negative or defamatory comments can impact our community, and we promote respectful and responsible online conduct.

Please also visit the [Hills International College P&F Community Facebook](#) page to stay up to date with college events, or email the committee at committee@hillspf.com to voice your interest in joining the management committee.

School Website

Our College website provides key information, including:

- Fees and enrolment details
- Newsletters
- College policies
- Calendar and key dates

Parent Orbit

Upon enrolment, families receive login details for Parent Orbit, the central hub for College communication. Parent Orbit allows you to:

- Access your child's medical information
- Update parent and emergency contact details
- View fee statements
- Access all College communication, including reports
- Check addresses and family information
- View term-time timetable
- College Events/Calendar

Regularly checking Parent Orbit ensures you remain up to date with important school notices.

Toddle

Toddle is the central platform used across all Primary year levels to support teaching and learning. It serves as a digital portfolio, enabling students to showcase their learning journey and share progress with families throughout the year. Through Toddle, parents can:

- View student work and reflections: See classroom activities, inquiry projects, and assessments as they happen.
- Engage with learning: Comment on your child's work and provide feedback to strengthen home-school connections.

Toddle is designed to align with the IB Primary Years Programme (PYP), supporting inquiry-based learning and fostering student agency. Its intuitive interface makes it easy for families to stay connected and actively participate in their child's education.

Parent Contact and Communication

We value the contributions, concerns, and feedback of our parents. To ensure productive communication:

- If you have concerns regarding your child's learning or behaviour, do not hesitate to contact your child's teacher in the first instance.
- Teachers are generally not available during the school day, so a prearranged meeting is recommended for meaningful discussion.
- For urgent matters, kindly contact College Reception, who can pass on messages as needed.
- For matters relating to student wellbeing, behaviour, College expectations, or operations, please contact the Head of Primary through Primary Student Services.
- For queries relating to curriculum, please contact the Deputy Head of Primary via Primary Student Services.

Providing a brief outline of your concern in advance helps ensure a well-prepared and productive meeting. Should you feel dissatisfied with an action, inaction, or outcome, families are encouraged to consult the college's [Complaints Handling Policy](#).

Assemblies

Assemblies are held at the HPE Centre from 2:15 pm to 3:00 pm, as scheduled in the College Calendar.

These events celebrate student success in alignment with our College values. Families will be notified by their child’s teacher if their attendance is requested for a specific presentation or recognition. **Families do not need to sign in to attend Primary Assemblies.**

Effective Parent–School Partnerships at Hills

At Hills College, we believe that strong, respectful partnerships between families and schools are essential to student success. Education is a shared endeavour, and this mission is best achieved when schools and families work together in harmony, forming strong, respectful partnerships that enhance the learning experience.



Parent Helpers and how to volunteer

At times, classroom teachers may seek assistance via parent helpers or volunteers to support the learning and experiences within a year level. Please contact your child’s classroom teacher should you wish to volunteer. HR will then assist you with any onboarding required for the school year. This onboarding lasts approximately 12 months.

Camps, Excursions, and Incursions at Hills

Camps, excursions, and incursions are an integral part of our educational program, designed to enrich learning, support personal development, and provide memorable experiences that extend beyond the classroom. Student participation is considered a core part of enrolment.

Excursions take students off campus during the school day to support curriculum and personal growth. Incursions bring engaging learning experiences onto school grounds.

Families will receive detailed information for all activities and timely updates if plans change. Written permission is required for overnight or out-of-hours excursions.

Certain activities, such as medical appointments, giving students lifts, or independent attendance at external events, require principal and usually parental approval.

Primary Camp Program

Camps begin in Year 3 and continue through Secondary:

- Year 3: 1-day camp to prepare for Year 4 overnight experiences
- Year 4: 2-day, 1-night camp close to school
- Year 5: 3-day, 2-night camp
- Year 6: Sydney/Canberra Excursion (4-day, 3-night) linked to Civics and Citizenship curriculum

These experiences provide students with opportunities to develop independence, resilience, collaboration, and lifelong memories.

Extra-Curricular

At Hills, we have a range of extracurricular activities. This includes Dance, Choir, Volleyball, Gamelan, and Sporting Schools. Additionally, we have termly sporting opportunities with our Hinterland Alliance for our Years 4-6 students. The College also offers music tuition for students who wish to undertake instrumental music or voice tuition. Sessions are conducted during the College day on an individual or group basis by experienced music tuition teachers. Instructions on how to enrol your child in music tuition will be communicated via Parent Orbit at the beginning of the year.

Food and Lunchbox

Every part of the day is a learning opportunity, including food times. We ask that children be provided with healthy, safe food. As a school, we will encourage good practices such as washing hands after eating, not sharing food or utensils, and being cautious about cross-contamination.

Please try to avoid sending items that contain nuts, nut-based spreads, or eggs, especially if other students in the class may have allergies. Some students have severe food allergies, which can make nut or egg products dangerous. If your child has special dietary needs or allergies, please inform their teacher and clearly label lunchboxes and drink bottles.

- Please do not send lollies, canned soft drinks, or soft drinks in plastic drink bottles.
- Include any necessary cutlery or ensure items are easy for your child to open independently.
- During warmer weather, include an ice pack in their lunchbox to keep perishable foods safe.
- Arrangements can be made with teachers for special celebrations such as birthdays.

Tuckshop

From the beginning of Term 1, 2026, Hills International College will move to Flexischools for all Primary tuckshop orders and payments. Flexischools replaces the existing MSA system.

All Primary students must place online tuckshop orders via Flexischools for lunch items by 9:00 a.m.

In addition, Years 3–6 students can also make over-the-counter snack (not lunch items) purchases and can do so cash-free using their student ID card once linked in the app.

How to Access Flexischools

Download the Flexischools App from the Apple App Store or Google Play.

Follow the prompts to create an account.

If you already use Flexischools for another child, go to Profile → +Add New Student.

Linking a Student Card (Years 3–6 only)

Existing Flexischools users: Enter your child’s student number (found on their student card) in their profile settings.

New users: Register an account, add your student, select Hills International College, and enter the student number under Settings.

Medication and Health

Student Illness / Accident – at school

If a student becomes ill or has an accident, contact with parents/guardians will be made and, if necessary, the relevant Emergency Services.

Infectious Diseases – exclusion from school. Please refer to this link

<https://www.health.qld.gov.au/public-health/schools/prevention>

Immunisation

It is expected that all students at Hills International College will be vaccinated, according to the following National Immunisation Program (NIP) Schedule. Parents are advised to update their children’s records annually.

Age	Vaccine
Birth	Hepatitis B (hepB)
2 months	Hepatitis B (hepB) Diphtheria, tetanus, and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenzae</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus
4 months	Hepatitis B (hepB) Diphtheria, tetanus, and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenzae</i> type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7vPCV) Rotavirus
6 months	Hepatitis B (hepB) Diphtheria, tetanus, and whooping cough (acellular pertussis) (DTPa) <i>Haemophilus influenzae</i> type b (Hib) Polio (inactivated poliomyelitis) (IPV) Pneumococcal conjugate (7vPCV) Rotavirus

12 months	Hepatitis B (hepB) <i>Haemophilus influenzae</i> type b (Hib) Measles, mumps, and German measles (rubella) (MMR) Meningococcal C (MenCCV)
18 months	Chickenpox (varicella) (VZV) 18-24 months Pneumococcal polysaccharide (23vPPV) (Aboriginal and Torres Strait Islander children in high-risk areas)
4 years	Diphtheria, tetanus, and whooping cough (acellular pertussis) (DTPA) Measles, mumps, and German measles (rubella) (MMR) Polio (inactivated poliomyelitis) (IPV)
10 – 13 years	Hepatitis B Chickenpox (varicella) (VZV)
12 – 18 years (school-based program)	Human Papillomavirus (HPV)
15 – 17 years	Diphtheria, tetanus, and whooping cough (acellular pertussis) (DTPA)

Allergies / Anaphylaxis

'Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or an insect bite).'

Food (and other) allergies can be life-threatening as they may cause a reaction called *anaphylaxis*. Common allergens for anaphylaxis are:

- Foods (peanuts and nuts, shellfish and fish, milk, egg, wheat products)
- Insect bites (bees, wasps, jumper ants)
- Medications (antibiotics, aspirin)
- Latex (rubber gloves, balloons, swimming caps)

Hills International College intends to include students with allergies in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an EpiPen will not be permitted to attend school or take part in any school activity without providing an EpiPen and Action Plan (completed by a medical practitioner).

Asthma

All students with asthma should have an Asthma Management Plan/Form completed by their Medical Practitioner, with a copy made available to the School Officer – Students, Ms. Schreurs. This will then be kept on file for the student and electronic records updated accordingly. Asthma inhalers for students in Prep – 2 can be given to their classroom teachers with a label identifying the student and instructions for administration. Students in years 3 – 6 are encouraged to carry their inhalers/puffers with them to administer when necessary. Puffers are not allowed to be used by any other student.

If there is no Management Plan provided by you for your child's Asthma management, standard Asthma first aid will be applied if someone has asthma or difficulty breathing.

Technology

The device requirements have been chosen to make sure all students have a reliable device that works well with our learning programs. Our ICT team has selected these devices because they meet the needs of the curriculum and run smoothly with the systems we use every day.

LWT is our approved supplier because they do not just provide the device, they also set it up, so it is ready for school use. This includes installing the correct software, setting up security, and making

sure it connects properly to the school network. This setup helps students avoid technical issues and allows our IT team to support the device throughout the year.

Devices can be purchased through the LWT Portal, with all details available in Parent Orbit.

iPads are used from Prep-Year 4. The College provides iPads for our Prep and Year 1 learners, and then they become a managed Bring Your Own Device (BYOD) from Year 2 onwards. These devices are a wonderful tool to enhance the learning experience and are highly accessible for students in this age range. iPads allow our students to access a vast array of educational resources, including e-books and interactive learning apps.

Windows Devices are used from Year 5 -Year 9. This resource still encourages the accessibility that an iPad (tablet) does. Where it differs is in the usability, which requires an increase in power due to the curriculum requirements of Year 5 onwards.

Personal Devices

Students are responsible for the safe and successful upkeep of their devices:

- Devices must be fully charged for the College day
- Damaged devices must still be safe to use (no sharp edges or exposed wiring, for example)
- Devices (and their insurance) remain the responsibility of the student and their parents. Hills accepts no responsibility for the loss or damage of Devices or files/folders managed by the College network.

Personal computers are to be used for educational activities; students using them to watch movies or play games during class will be disciplined. Additionally, device use during break times and before/after school is not permitted and is limited to within the library and media labs. When on College grounds or activities, any inappropriate material or use of computers will be considered in breach of the conditions of use set down in this policy for the College ICT assets.

Devices must be no more than 4 years old.

Please note that some delays are outside of the control of the school.

Personal Music Devices (iPods/phones, computers, etc.)

Personal music players are neither required nor desirable while on the College grounds or during activities. Students entering a room with earphones or found using their phones in class will be disciplined and required to surrender these devices to a staff member, who will then place them at reception as soon as possible.

Mobile Phones

This condition includes other devices operating SIM cards, such as smartwatches.

The College does not permit the use of mobile phones while students are on campus. Students and families can access College personnel or phones if they need to communicate outside of the school. Students are expected to hand their phones in at C block (Wellbeing Office) before class commences and can pick up their mobile phones after the 3:10/15 pm bell. In the first instance, phones found in students' possession will be confiscated for one day, then for five days for a second occurrence.

College Map

