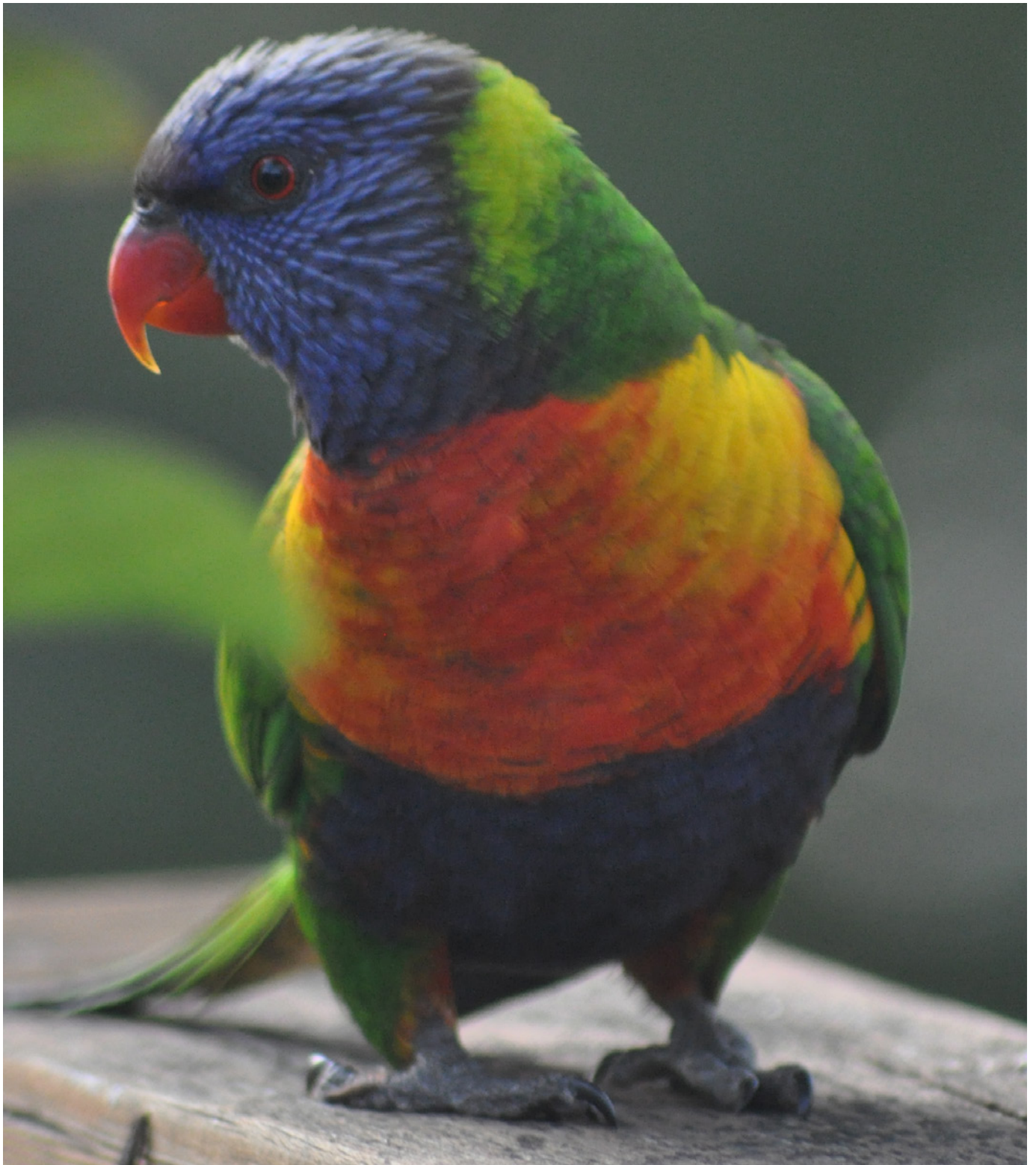


# Welcome to the 2018 Class Parent Team



Hills  
Grammar



# School Ethos

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## Vision

Extraordinary Education:  
Extraordinary Individuals

## Mission

Outstanding teaching within a  
unique learning environment:  
fostering each student's potential  
for greatness

## Graduate Aim

In partnership with our families,  
we enable our students to:

- Become confident, resilient and responsible individuals
- Develop a deep understanding across a range of academic disciplines
- Think critically and creatively and embrace life-long learning
- Embody the School's humanitarian values of Respect, Integrity, Service and Excellence
- Understand the importance of an international perspective and contribute positively in our local and the global community
- Develop an appreciation of democratic society
- Display a strong sense of environmental responsibility

## Values Framework

Community life at Hills Grammar is supported by four core values which emphasise the development of a principled individual who has a strong sense of social justice.

### Respect

Valuing ourselves and treating others with consideration and dignity, acknowledging and accepting our differences, and acting in a manner that is socially just.

### Integrity

Acting in accordance with the principles of moral and ethical conduct, with sincerity and honesty, taking personal responsibility for all actions.

### Service

Recognising and responding with compassion to the needs of others.

### Excellence

Striving to accomplish one's best.

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# Class Parents 2018

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The Class Parents system is supported by the Community Relations Department and also works in conjunction with the Parents and Friends Association (PAFA).

The objectives of the Class Parent system are primarily social and welfare ones - to foster friendships and mutual support amongst our parent community.

## Objectives

- To expand the School's wellbeing program by providing new parents with parent contacts in their child's year.
- For the parents of each year group to meet socially to provide opportunities for families to develop friendships and support networks.
- To support the School and PAFA through representation at meetings and assist in the planning and management of functions and events.
- To engage in surveys, focus groups and discussion groups as representatives of your year groups.
- To assist the Class Teachers / Heads of House - at the teacher's discretion.
- To alert the Marketing & Community Relations Department of any births, deaths, marriages and other significant events in the lives of our school community.

## Team Leader

Each year group will have a 'team leader' who will become the central contact for the other Class Parent representatives, the President of PAFA, Staff and the Community Relations department. This person's function is basically to help in the efficient dissemination of information and co-ordinate or assist in the co-ordination of functions and events such as a welcome morning teas for new parents or the annual Book Fair.

## New Families

Many new families to the School will feel more comfortable and welcome if they have parents in their children's years greet them, answer questions and generally be a friendly face and guide in those first few weeks.

Community Relations will provide the relevant Class Parent Team Leader with the contact details of new parents so that a welcoming phone call can be made and possibly an informal gathering to introduce the new parents to others within their year group.

## Class/Year Activities

Staff and parents often plan functions or activities for specific Years and Classes, such as Junior Classes gift to the School, Infants' Theme Days or sporting activities. At times, they may require your assistance and will contact Class Parents to ascertain your availability.

There may also be a need for Class Parents to arrange more informal gatherings for year groups of parents. Traditionally, the parents of the larger intake years (Kindergarten and Year 7) like to arrange social outings or meetings in the first few weeks of the year.

If your year would like to do this please book your advertisement in the Newsletter. Your information must go through Community Relations by accessing the form at <https://hillsgrammar.wufoo.eu/forms/class-parent-newsletter-advertising-request/>, not given directly to teachers to send home in the Red Books or to distribute at House.

## Year Functions

Class Parents are asked to invite their fellow parents to a function of their choice. This may be for a 'parents only' event such as a dinner or cocktail party, morning/afternoon tea or it could be a family function such as a picnic.

The idea of these functions is for families or parents to meet at least once a year and to welcome new families to the year group. Many of us might have a child going through the 'cute Kindy' phase through adolescence to young adulthood together and may need some 'peer-support' of our own!

The "Community" tab on the internet has a drop down menu, which includes links My HillsNet (a school community site) and PAFA. You will also find an "Events" tab, which gives parents a log of upcoming social, fundraising and parent events, including Class Parent events.

## PAFA Meetings

We generally have a Class Parent representative who sits on the PAFA Committee. This helps to keep communication lines open and both groups informed of up-coming events and functions. Class Parents are valuable links to the general community and can assist with both School Programs and PAFA events. A PAFA representative is invited to Class Parent Meetings.

## Community Relations 'Support Crew'

Technology's a great thing but there are just some jobs which need hands-on!

Over the years we have been lucky enough to have Class Parents who have assisted the Community Relations Department.

The times when we're mailing out to the entire Hills community, packing show bags for Open Day and Expos, bundling books for Speech Night etc, and need more hands than we have here.

An email from the Community Relations Assistant will be sent to all Class Parents requesting assistance. We promise to provide real coffee and sustenance and guarantee you will enjoy a good chat with fellow Class Parents.

## Class Lists, Curly Questions and Confidentiality

Class lists will be distributed to Class Parents. These contain the children's and parents' names, emails and telephone numbers. (Please return these for shredding when updated lists replace old ones and at the end of the year.) Parents from your year group may ask you for a contact sheet. Unfortunately we cannot provide this, but if there is a specific reason, you will need to make your request with the Community Relations Assistant.

Sometimes parents may approach you with concerns directly related to the academic or welfare programs or perhaps School policy.

You are asked to direct those people to the appropriate staff who will deal with the matter (please refer to the staff list in this folder and on the intranet) or refer the enquiry to [Community Relations](#).

## Gifts For Staff and Departing Students

Over the years we have seen the enormous generosity of parents towards staff as they celebrate birthdays, weddings, engagements and the birth of children. Having considered this carefully, we believe it is best to leave gifts and cards up to the individual families. Class Parents aren't required or expected to organise a group gift.

It is possible that your classroom teachers may organise a small celebration for a 'special' day and require your assistance, in which case they will contact you. Likewise, acknowledgment of children leaving the School may be arranged by class teachers, in which case, they may contact you.

Finally, I would like to thank you for becoming involved in the school community as a Class Parent.

The Class Parent system has evolved over the years to become a vital, supportive and fun link within our parent community.

I am sure we will find room for improvements over the year and I welcome comments, ideas and suggestions from you and the parents of your year.

Class Parents are asked to:

- Be aware that you are part of a team and being inclusive is important
- Wear your CP badges to all functions
- Disseminate all information, invitations etc through the Community Relations Department
- Have fun through involvement
- Encourage other parents to reap the rewards of involvement by becoming Class Parents
- To sign up please visit <https://hillsgrammar.wufoo.eu/forms/2018-volunteers-and-class-parent-registration/>

Thank you and best wishes for the year!

Liz Pellinkhof

Director of Marketing and Community Relations

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[elizabeth.pellinkhof@hillsgrammar.nsw.edu.au](mailto:elizabeth.pellinkhof@hillsgrammar.nsw.edu.au)

Cate Redman

Community Relations Assistant

Tel: 9654 5110

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[cate.redman@hillsgrammar.nsw.edu.au](mailto:cate.redman@hillsgrammar.nsw.edu.au)

# Our Website - the Key to Communication

The School website ([hillsgrammar.nsw.edu.au](http://hillsgrammar.nsw.edu.au)) is where you will find the fortnightly [newsletter](#), [sports bulletin](#) and our [news blog](#). Visitors to the site can also [view past issues of The Pennant](#), our [Prospectus](#), [Annual Reports](#) and [Strategic Priorities](#).

The new 'Community' drop-down menu gives PAFA, Class Parents and TOHGA (The Old Hills Grammarians Association) a much better profile and easy access to their charter and events.

The PAFA link will take you to the [My HillsNet PAFA](#) page.

**Hills Grammar**

Home Our School Opportunities Enrolling **Community** International Students News Events Contacts

- My HillsNet
- Business Directory
- PAFA
- TOHGA Alumni Network
- School Museum and Archive

Original and creative.

**Scholarships**  
Hills Grammar offers annual scholarships for students entering Years 7 and 11 including Hills Grammar Academic Scholarships and Strive for Excellence Scholarships.  
[Read more](#)

**School Tours and Open Day**  
We welcome families to visit the campus throughout the year. Hear what our Open Day visitors had to say and book your 2018 tour online.  
[Read more](#)

**Celebrating 35 Years**  
2017 marks 35 years since Hills Grammar was established. The Spring Fair was one way the School celebrated, whilst simultaneously raising funds for our upcoming Learners Walk.  
[Read more](#)

**Vision: Extraordinary Education: a place of inspiration and innovation**  
**Mission: Outstanding teaching within a unique learning environment: fostering each student's potential for greatness**

## Introducing My HillsNet

My HillsNet is a Hills Grammar community hub, with 3 separate sections: My HillsNet, PAFA and Alumni. Within it, you will find Events, the Community Business Directory, as well as information specific to each group.

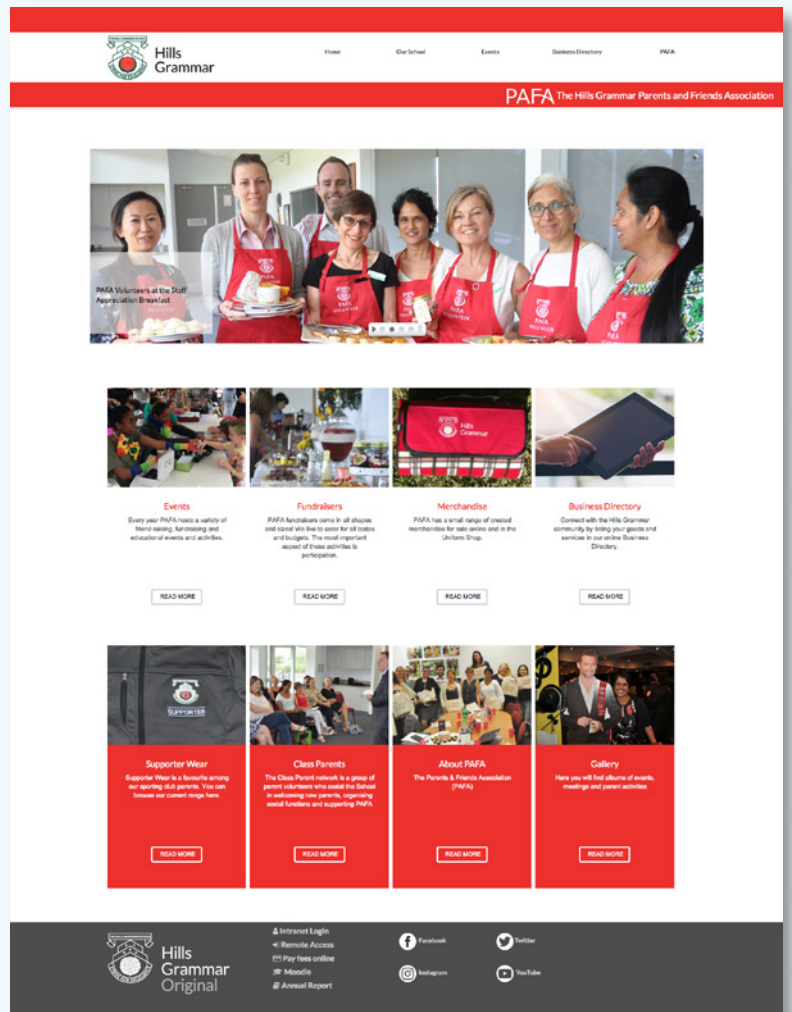
The PAFA home page is the gateway to information pertinent to Hills Grammar parents including:

- Parent/School Events
- Class Parents
- Merchandise and Supporter Wear
- Business Directory
- Gallery

Within the Class Parents section, you will find:

- the Volunteers and Class Parent Nomination Form
- a form to advertise your Class Parent function
- a link to parent events

A current list of 2018 Class Parents can be found on the intranet (Login required. See below)



## Accessing the School's Intranet Area

The intranet is a secure area of the school's website that can only be accessed by the school community (parents, staff and students).

It is important that you log into this area regularly to review the school calendar of events, view notes sent home and other useful documentation such as the Canteen Menu, OOSH details and Uniform Shop information.

This Class Parent manual can also be downloaded from the class parent section of the Intranet.

# Planning Your Year Functions - 2018

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Over the past few years, the Class Parent System has provided a variety of opportunities for parents and families to get together during the day, evening and even at weekends.

## Get Together Suggestions

### Daytime

Breakfast, morning and lunch gatherings are the most popular for parents who can make daytime functions. There are many venues which are baby/toddler friendly and others which suit adults. We aim to have all year groups hold one function in the first 2-6 weeks of term one, then after that, at your discretion.

### Evening

With more families having two working parents we are encouraging Class Parents to offer an evening gathering at least once during the year. This does not have to be a huge production. It can be anything from a local restaurant which may provide a choice within a set menu, to a 'bring a plate' evening at your home

### Holiday/Weekends

Year groups from ECEC to Year 12 have enjoyed gathering at a park, bowling, ice-skating, for Sunday breakfast.... all sorts of places, for a family event on weekends or in the holiday. This is also a great way to have both parents meet the other year group families.

## Costing Suggestions

If organising a function please keep it low cost. The School relies on the Class Parent network to encourage maximum participation at School and PAFA functions and therefore request Class Parent functions maintain a low cost to parents. BYO drinks and 'a plate' has worked marvellously at private homes where class parents can host the function in a relaxed atmosphere.

## Coffee and Cake at Hills Grammar

Canteen Manager, Jason Singh, is happy to cater for morning tea between drop off and 10.30am, outside the canteen.

## External Venues

### Fagan Park

(Arcadia Road No.1/2 - Carrs Road No.1/2/3 Shelters), Cost - \$135. Shelters capacity range: 18 - 36 adults seated + additional standing room. Bookings can be made online <http://www.hornsby.nsw.gov.au/my-lifestyle/sports-and-recreation/parks-and-playgrounds/galston/fagan-park> Tel: 9847 6791. Parking through boom gate has \$5 entry fee.

### Galston Recreation Reserve

Has a very large shed which can accommodate up to 100 people seated. Tel: 9847 6791.

### Rouse Hill Park

Has a pavilion which can be hired. Fibrosa Pavilion (60-70 people), Cost - \$150 per day

### Wildpear Café

658 Old Northern Road Dural, Open 7 days for Breakfast, Lunch and Functions. Tel: 9651 6600.

### The Fig

1a Annangrove Road, Kenthurst. Open Tuesday to Sunday, Breakfast, Lunch and Afternoon Tea. Tel: 9654 1423

### Dolcettini

10/829 Old Northern Road (Cnr Quarry Road), Dural. Open Monday - Friday, 7am - 4pm Saturday - Sunday 8am - 12pm. Tel: 8856 4486

### Bella Vista Hotel

13 - 15 Lexington Drive, Bella Vista. Open for morning tea, lunch, dinner and drinks from 8am until late 7 days a week. Tel: 8884 2800

### Vintage Pantry

353 Galston Road, Galston. Open for breakfast and lunch 7 days and dinner Thursday - Saturday. Outdoor children's play area Tel: 9653 1500

### Wolfe & Co

538 Old Northern Road, Dural. Open Monday - Friday, 6am - 4pm; Saturday, 7am-3pm Tel: 9651 4553

### SALT

Dural Round Corner Shopping Mall. Open Monday - Friday, 8am - 4pm; Saturday, 8am - 3pm; Sunday 8am - 2pm. Tel. 9651 2868

### Bel Fiore - Pizza

Village Green, Round Corner. Dinner Sunday - Thursday 5.30pm - 9.30pm; Friday 5.30pm - 10pm. Tel: 9653-9395

### Zest Patisserie

41 Shepherds Drv, Cherrybrook. Open 7 days, 8am-5.30pm. Tel: 9484 9299

### Dural Country Club

662a Old Northern Road, Dural. Tel: 9651 1600

### Galston Club

21 Arcadia Road, Galston. Tel: 9653 2017 Has an interesting blackboard menu and the food is very good. You can book for lunch, it's open every day and there is an enclosed playground adjacent to the dining area

### Frankie's Food Café

609 Old Northern Road, Glenhaven. Open Monday to Sunday 9am - 5pm. Children's play area. Tel: 9634 3411



**Bivianos (next to Hargraves Nursery)**

628 Old Northern Road, Dural. Open Lunch Monday - Friday 12pm - 3pm; Breakfast Saturday - Sunday 8am - 11am; Dinner Sunday - Thursday 5.30pm - 9.30pm, Friday - Saturday 5.30pm - 10pm; High Tea Wednesday - Sunday (bookings only). Tel: 9651 2002

**In Season Café**

256 New Line Road, Dural. Breakfast & Lunch Monday - Friday. Tel. 9651 2323

**The Hidden Jem Cafe**

4 Nelson Street, Kenthurst. Open 7 days, kitchen closes 2pm daily. Tel. 9654 0842

**House of Herbs & Roses**

745 Old Northern Road, Dural. Tuesday - Sunday 9am - 4.30pm. Tel. 9651 1027

**The Tuck Shop**

78 Glenhaven Road. Open 6am - 4pm Monday to Sunday. Tel. 8850 5549. This is near Glenhaven Oval so it is possible to get a takeaway and go over to the playground near the Oval.

**Pandora's Restaurant**

3/1 Resolution Place, Rouse Hill (Crn Aldi). Breakfast, lunch, dinner Tuesday - Thursday 8am - 10pm; Friday - Saturday 8am - 10.30pm; Sunday 8am - 9pm. Tel. 8883 1733

**The Local Shed**

16 Bellcast Road, Rouse Hill Open Wed-Thurs and Sun 8am - 4pm; Fri and Sat 8am-10:30pm. Tel. 8824 4999. Casual dining with children's playground and open grass area in front of the outdoor seating area.

**The Local Collective**

4/346 Galston Road, Galston. Open Mon-Fri 5.30am - 4pm; Sat 7am - 3pm; Sun 8am - 3pm. Tel. 9653 1461

**The Wren**

Unit 5/22 Kenthurst Rd, Round Corner, Dural. Open Mon-Fri 5.30am - 4pm; Sat 6.30am - 4pm; Sun 7.30am - 4pm. Tel: 8919 4680

**The Local Bean**

Knightsbridge Shops. Shop 5A, 159 Ridgescrop Drive, Castle Hill. Open Mon-Fri 6am - 5.30pm; Sat 7am - 4pm; Sun 7.30am - 3pm. Tel: 9634 7082

**Catering Selection****Alliance Catering**

Cocktail, Morning and Afternoon Teas. Contact Community Relations on 9654 5110

**Dolcettini**

10/829 Old Northern Road (Cnr Quarry Road), Dural. Stunning cakes and pastries. Tel: 8856 4486

**Zest Patisserie**

Cherrybrook, stunning pastries and cakes! Tel: 9484 9299

**Ruby Joy Fine Foods**

Shop 14, 26 Kenthurst Road, Dural Mall  
Excellent selection of fine foods. For all occasions from an intimate private party to the largest corporate event. Tel: 9651 2276

# School Contacts

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## Community Relations

Brown Building (Gate 4)

Monday-Friday 8.30am - 4.30pm

**Tel: 9654 5110**

Fax: 9654 5132

Email: [communityrelations@hillsgrammar.nsw.edu.au](mailto:communityrelations@hillsgrammar.nsw.edu.au)

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## Liz Pellinkhof

Director of Marketing & Community Relations

**Tel: 9654 5110**

Email: [elizabeth.pellinkhof@hillsgrammar.nsw.edu.au](mailto:elizabeth.pellinkhof@hillsgrammar.nsw.edu.au)

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## Cate Redman

Community Relations Assistant

**Tel: 9654 5110**

Email: [cate.redman@hillsgrammar.nsw.edu.au](mailto:cate.redman@hillsgrammar.nsw.edu.au)

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## PAFA Email Address

Email: [pafa@hillsgrammar.nsw.edu.au](mailto:pafa@hillsgrammar.nsw.edu.au)

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## The School Office (Mallik Centre):

Monday-Friday 8.30am-4.30pm

**Tel: 9654 2111**

Fax: 9654 2205

Email: [reception@hillsgrammar.nsw.edu.au](mailto:reception@hillsgrammar.nsw.edu.au)

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## Student Office K-12 (Junior School):

Monday-Friday 8.30am-4.30pm

**Tel: 9654 5215**

Fax: 9654 3065

Email: [studentoffice@hillsgrammar.nsw.edu.au](mailto:studentoffice@hillsgrammar.nsw.edu.au)

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## Student Absences K-12:

**Tel: 9654 5336**

Email: [absences@hillsgrammar.nsw.edu.au](mailto:absences@hillsgrammar.nsw.edu.au)

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## Sick Bay:

**Tel: 9654 5233**

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## Accounts Department:

**Tel: 9654 5179**

Fax: 9654 5301

Email: [finance@hillsgrammar.nsw.edu.au](mailto:finance@hillsgrammar.nsw.edu.au)

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## Music Department:

**Tel: 9654 5159**

Fax: 9654 5225

Email: [music@hillsgrammar.nsw.edu.au](mailto:music@hillsgrammar.nsw.edu.au)

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## Sport Department:

**Tel: 9654 5324**

Email: [sport@hillsgrammar.nsw.edu.au](mailto:sport@hillsgrammar.nsw.edu.au)

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## Nexus

Monday-Friday 7.30am-5.00pm

**Tel: 9654 5213**

Fax: 9654 3065

Email: [nexus@hillsgrammar.nsw.edu.au](mailto:nexus@hillsgrammar.nsw.edu.au)

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## Canteen

Monday-Friday 7.30am-3.30pm

**Tel: 9654 5230**

Fax: 9654 3065

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## Uniform Shop

**Tel: 9045 2561**

Email: [thehills@bobstewart.com.au](mailto:thehills@bobstewart.com.au)

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