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# Hillingdon Handbook

2025

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Ascham Junior School (Hillingdon)  
2025

Please keep this booklet available for reference

Hillingdon Office  
T: 02 8356 7045  
E: [hillingdon@ascham.nsw.edu.au](mailto:hillingdon@ascham.nsw.edu.au)  
Hillingdon Office hours are between 8am–3.30pm

Ascham Junior School (Hillingdon)  
Prep, Kindergarten, Year 1 and Year 2

**School Hours**

Supervision commences from 8am  
Prep, Kindergarten, Year 1 and Year 2 commence at 8.20am

Prep finishes at 2.30pm  
Kindergarten finishes at 2.55pm  
Year 1 finishes at 3pm  
Year 2 finishes at 3.05pm

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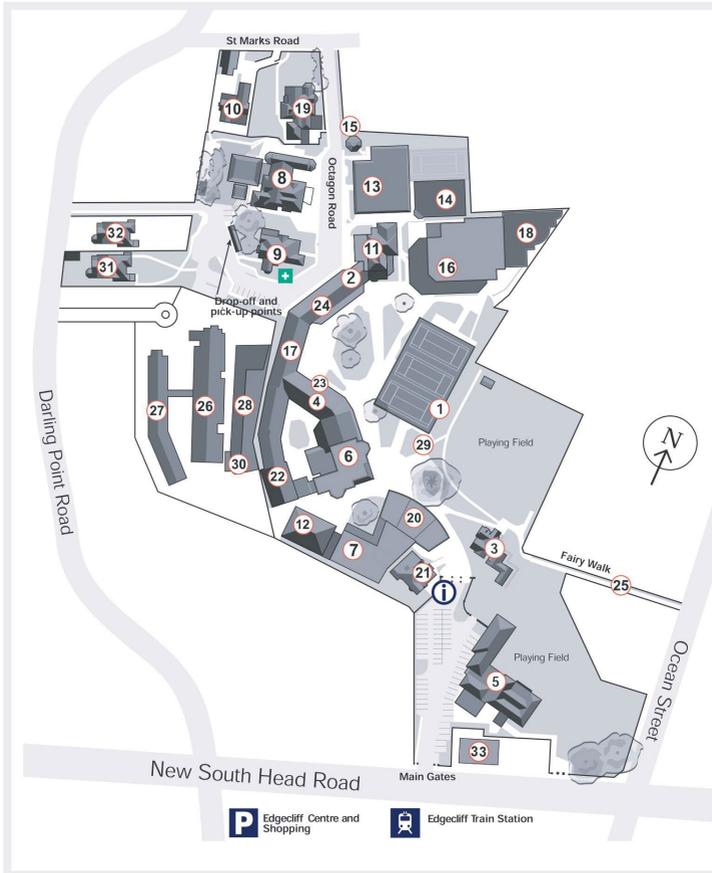
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# School Map



- |    |  |    |  |    |                                       |
|----|--|----|--|----|---------------------------------------|
| 1  | Tennis Courts  | 12 | The Margaret Bailey Building                 | 22 | The Whitehead Building                |
| 2  | The Dining Room  | 13 | Merrilee Roberts Gymnasium and Swimming Pool | 23 | The Marie Daley Room                  |
| 3  | The Dower House  | 14 | Multi Purpose Building (MPB)                 | 24 | The John Komaromi Classrooms          |
| 4  | Fergusson House  | 15 | The Octagon                                  | 25 | Fairy Walk                            |
| 5  | Fiona  | 16 | Packer Theatre                               | 26 | Duntrim House                         |
| 6  | Glenrock   | 17 | The Patricia Johnston Wing                   | 27 | Annexe                                |
| 7  | The Halse Rogers Building  | 18 | The Peter Adams Music School                 | 28 | Centre for the Sciences               |
| 8  | Hillingdon and Louise Robert-Smith Hall  | 19 | Raine House                                  | 29 | Art School                            |
| 9  | Holmwood House Health Centre  | 20 | The T.M. Scott Building                      | 30 | The Barnet Lecture Theatre            |
| 10 | Prep   | 21 | Wallis House Reception and White Gate        | 31 | 43 Darling Point Road                 |
| 11 | Macintosh House  |    |  | 32 | 45 Darling Point Road                 |
|    |  |    |  | 33 | 208 New South Head Road/ Uniform Shop |

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## Hillingdon Office

The Hillingdon Office is located on the ground floor of the Hillingdon Building. It is here that parents sign-in for appointments or to visit Hillingdon. All visitors must sign-in on the office iPad where you will receive a printed name label.

## Registration Day

### Thursday 30 January 2025

All Hillingdon girls are required to come to school at the appropriate registration time to receive text and exercise books (if appropriate), and to meet their teacher. Please refer to the registration times below. Kindergarten to Year 2 are to go to the Louise Robert-Smith Hall. Prep girls will head to Prep with their parents and carers. Students do not stay on at school on this day. Prep, Kindergarten, Year 1 and Year 2 girls are required to wear their full Ascham School uniform and to bring their Ascham School bag.

### Registration times

|               |   |
|---------------|---|
| 9–10am        | Kindergarten: arrive at 9am-dismissed at 10am |
| 10–11am       | Year 1: arrive at 10am-dismissed at 11am      |
| 10.30–11.30am | Prep: arrive at 10.30am-dismissed at 11.30am  |
| 11am–12pm     | Year 2: arrive at 11am-dismissed at 12pm      |

## First Day

### Friday 31 January 2025

All Hillingdon girls will meet in the Hillingdon playground. When the bell rings students will sit in class lines and their teacher will escort them to their new classroom.

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## Travelling Arrangements

### Morning Arrival Procedure

Supervision begins at 8am and finishes at 8.20am. The bell will ring at 8.20am with lessons commencing at 8.30am.

Please do not arrive at the car line before 8am as it blocks the car line for through traffic and staff members.

Girls must not be left unsupervised on the car line or in the playground before 8am.

Once the teacher on duty is sighted, girls should alight quickly and walk along the path to the supervised area.

Please help your daughter bring to school all the belongings she will need for her school day. The School gates will be locked from 8.30am to 2pm on school days.

Please allow your daughter to enter school and organise her belongings unassisted. This will encourage her to develop independence.

All Prep, Kindergarten, Year 1 and Year 2 girls should arrive by 8.20am to have time to prepare for the day as their lessons begin at 8.30am.

Prep, Kindergarten, Year 1 and Year 2 girls who are late for any reason and arrive after 8.20am need to report to the Hillingdon Office to be signed in on arrival.

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## Departure / Afternoon Procedures

| Collection Times |        |
|------------------|--------|
| Prep             | 2.30pm |
| Kindergarten     | 2.55pm |
| Year 1           | 3pm    |
| Year 2           | 3.05pm |

If you arrive at the car line early, please drive around again. Cars waiting in St Mark's Road or inside the school before the class collection time cause a bottleneck and inconvenience everyone else.

Please **do not park your car or wait in visitor parking spaces outside of the school grounds, or in any of the staff parking spaces inside the school.**

Please do not block the entry to Octagon Road or the exit driveways of the neighbouring apartment blocks.

The car label bearing your daughter's name should be clearly displayed in the car every day.

Children not collected by 3.30pm will be sent to After School Care for collection where charges will be incurred.

All girls who are enrolled in co-curricular activities after school, must be registered with After School Care. Girls not collected promptly from these activities will be taken to After School Care in Hillingdon where a charge applies.

Parents fill in an online Travel Arrangements form each year stating the names of people authorised to collect their daughter. This form can be updated on the school's intranet, the Hub, as necessary.

Any change in your daughter's afternoon arrangements must be notified in writing **by 1pm**. Please keep changes to a minimum. Verbal messages from children concerning changes are not acceptable.

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Hillingdon girls are not permitted to use public transport or walk home by themselves.

### **Afternoon arrangements for girls with sisters in Fiona**

Hillingdon girls are escorted to White Gate at the front of the school (New South Head Road carpark near Wallis Reception) to be collected by their Fiona sisters. Please do not arrive at White Gate until after 3.20pm. If the Fiona sister has an after-school activity, the younger sister must be collected at the earlier time from Hillingdon or attend After School Care. Any changes in arrangements must be notified in writing and dated. Please keep changes to a minimum.

### **Parking**

We remind you that there is no parking in the school grounds and ask you to please park in the nearby streets or shopping centres.

Please do not park in any of the staff parking spaces.

Please do not park your car or wait in neighbouring resident visitor parking spaces outside of the school grounds.

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## Before and After School Care

Before and After School Care is provided in the Louise Robert-Smith Hall for Prep to Year 2 girls. The program operates from 7am to 8.30am and 2.30pm to 6pm. Girls may be booked in on a permanent or casual basis. The service provides a light snack, a time for girls to play, relax and complete homework.

Please note that girls with activities starting after 3.05pm should go to After School Care to be supervised before the commencement of their activity, unless they are being collected straight after school and returned at the starting time of the activity.

Girls who are not collected within 10 minutes of the advertised finishing time of an activity will be taken to After School Care.

Find out more: <https://hub.ascham.nsw.edu.au/co-curricular/after-school-and-holiday-programs>

## Ascham Holiday Academy

Kindergarten to Year 6: Programs run from 9am–3.30pm daily during the school holiday period and take place at Ascham School. Students are grouped according to age and participate in specialised age-appropriate programs. Activities include: Science Experiments, Coding, Writing and Art Workshops, Performing Arts, Drama, Cooking, Craft, Tennis, Gymnastics, Swimming, Diving and Environmental Activities. Further information is available from the Ascham Holiday Academy Coordinator at [aha@ascham.nsw.edu.au](mailto:aha@ascham.nsw.edu.au).

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## Absence

Students must attend school from the first day until the last day of each term. During the day, students are required to attend all classes unless notification of an absence has been submitted to the school by a parent/guardian and approval has been given. Parents/guardians will be notified if a student has an unexplained absence from school, is not attending classes, or their attendance is deemed poor.

### Recording Attendance

Student attendance is recorded at morning roll call and for each lesson throughout the day and is tracked by the Attendance Officers.

If a student is marked absent from roll call and the school has not been advised, the Attendance Officers will follow up the absence with the parent/s or guardian.

If a student's absence at Music is confirmed, it is noted as explained with appropriate reason.

### Absence Due to Illness

Parents should notify the school of an absence due to illness before 8am by submitting a Hub absent form. A link to the absent form is located directly below the photograph of your daughter on your Hub dashboard.

Absence due to illness or medical reasons of **4 days or more requires a medical certificate**, provided to the school the day following the absence. Parents can email the Medical Certificate to the school to [hillingdon@ascham.nsw.edu.au](mailto:hillingdon@ascham.nsw.edu.au).

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If a student's absence is for an extended period of time, a meeting is conducted between relevant parties, which may include the Year Coordinator, the Head of Junior School, the School Counsellor, and any other relevant teachers. Each situation is reviewed individually, and parents are contacted by the Year Coordinator or the Head of Junior School regarding strategies that the school will implement. The parents are then required to attend a meeting at the school with the relevant parties. This information is recorded on the student's records.

If a student has a Music lesson, please email our Music Administrator on [music@ascham.nsw.edu.au](mailto:music@ascham.nsw.edu.au). Unless reasonable notice (minimum 24 hours) is given to the Music Administrator, any absence due to illness will be charged to your account.

If a student needs to miss a Tennis, Gymnastics or Swimming lesson please email the Tennis Department at [tennis@ascham.nsw.edu.au](mailto:tennis@ascham.nsw.edu.au), the Gymnastics Department at [gymnastics@ascham.nsw.edu.au](mailto:gymnastics@ascham.nsw.edu.au) or email the Swimming Department at [swimming@ascham.nsw.edu.au](mailto:swimming@ascham.nsw.edu.au).

Please report all infectious diseases promptly and check the required isolation and exclusion times. A doctor's certificate will be required on the child's return.

### **Late Arrivals**

If a student is late to school, they must report to the Hillingdon Office. If a student is often late or absent, parents will be contacted.

### **Early Leave**

No student is permitted to leave the school premises during the day unless a request, in writing or by email, has been received from the student's parents and approved by the Head of the Junior School.

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## Dental, Medical or Orthodontic Appointments

Please try to make all medical, dental, orthodontic, or non-medical appointments after school hours or during the holidays. If a student needs to attend an appointment, a parent/guardian should notify the School by submitting a Hub Absence form.

Students arriving or leaving during the school day must be signed in and out by a parent/guardian at Wallis Reception (Fiona students) or Hillingdon Reception (Hillingdon students).

## Applying for Exemption from School Attendance

Students of compulsory school age who are enrolled at school may seek an exemption from the legal requirement to attend school. Certificates of Exemption, under section 25 of the Education Act 1990, may be granted to the parents of a student by the Head of School.

All leave requests for two days or longer are to be submitted by a parent via mail to the Hillingdon Reception. The exemptions will be confirmed by the Head of Junior School. (Sick leave, medical/dental appointments, and bereavement leave are excluded.)

Please endeavour to send the completed forms to school at least two weeks prior to the anticipated absence, in order for the request to be considered by the Head of School and processed.

Find out more information on Ascham's guidelines surrounding Absence from School located on the Parent Hub, under School Resources > Student Absences.

Parents will need to email the school to request Extended Leave to [hillingdon@ascham.nsw.edu.au](mailto:hillingdon@ascham.nsw.edu.au).

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If the leave is approved for School Exemptions by the Head of School, a Certificate of Exemption from school will be provided to the parents and recorded on the student file.

If the leave is approved for Extended Travel by the Head of School, a Certificate of Extended Leave is issued and should be carried by the parents/student to present at Airport Customs if requested.

### **Health Centre Attendance**

Students that attend the Health Centre during the school day are signed in and out at the Health Centre.

### **Parent Absence**

If there is any change in parents' routine, please notify the Hillingdon Office in writing and in advance. Name, address and contact phone number of the guardian must be given.

### **Immunisation**

As part of the enrolment process at Ascham, we request proof of immunisation for all students.

You can access your daughter's vaccine certificate at: [www.health.gov.au/health-topics/immunisation/getting-vaccinated/check-immunisation-history](http://www.health.gov.au/health-topics/immunisation/getting-vaccinated/check-immunisation-history)

The NSW Department of Health advises that if the school has not received verification of your child's full immunisation status, or your child is not fully immunised, your child will be classified as 'unimmunised' and may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school.

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## Communications

### Ascham Hub for Parents

The Ascham Hub is the school's intranet for parents, staff and students. On your personalised dashboard, you will receive notifications when new information is posted and when you need to action an item. The Hub is also a repository for helpful documents and resources, the school calendar, tuckshop menus, uniform price lists and school policies.

The Ascham IT Department provides parents with personal login details and a password. The IT staff can be reached on [helpdesk@ascham.nsw.edu.au](mailto:helpdesk@ascham.nsw.edu.au)

### Messages from Parents

Absence notes, travelling arrangements, photo permissions, medical information, change of address, telephone contacts should be made through the Ascham Hub.

Parents' absence details, alterations in people authorised to collect children, change of nanny or babysitter etc., should be made in writing, via email to [hillington@ascham.nsw.edu.au](mailto:hillington@ascham.nsw.edu.au).

Please do not combine absence notes with other requests—separate notes are required.

### Reports

Written reports for all Hillingdon students are available to parents via the Hub at the end of Term 2 and Term 4. If you have any concerns about your daughter's progress, please call the Hillingdon Office on 02 8356 7045 to make an appointment to see your daughter's teacher.

### Telephone Calls

We request that you avoid calls for changes in travel or other arrangements, which should be in writing.

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## Term Consent and Student Information Form

Towards the end of each term, you will be emailed an online consent form via the Hub for any excursions, incursions or events your daughter may attend. Please complete this form to give your daughter permission to be involved in activities for the next term.

## Meetings

### Parent Teacher Information Meeting

This is held early in Term 1. General routine matters are discussed.

### Parent Teacher Interviews

Individual interviews are held in Term 1 and Term 3. Parent teacher interviews are booked online through the Hub and you will be notified when bookings open.

For interviews with the teacher at other times please email: [hillington@ascham.nsw.edu.au](mailto:hillington@ascham.nsw.edu.au). Please do not try to discuss concerns with the teacher while in the car line. It is important that parents use discretion when making comments concerning children in their presence.

## Events and Functions

### Class Assemblies

These occur during the year and are a culmination of class topics. Hillington classes make up the audience and the Head of School frequently attends. An invitation will be sent to parents and grandparents to attend a class assembly during the latter part of the year.

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## **Class Morning Teas**

These are held early in Term 1 for Prep and Kindergarten parents to meet each other.

## **Class Afternoon Teas**

These will be held following the parent information sessions for P-2 students and parents. Please bring afternoon tea to share with your daughter at school.

## **Hillingdon Hat Parade**

This is held at the end of Term 1. Children make their own hats in class to wear in the parade at school. Prep students are required to wear their sports uniform. Kindergarten, Year 1 and Year 2 girls are required to wear their School tunic.

## **Hillingdon Sports Day**

This is held in Term 3 on the School oval. Hillingdon girls participate. Cakes are sold by parents who volunteer to help.

## **Hillingdon Open Day**

Hillingdon Open Day is held late in Term 4. Parents and friends are invited to a performance in the Packer Theatre before lunch. Parents bring a picnic lunch which they share with their daughter, and after this the classrooms, library and art rooms are open to visit.

## **Year 2 Swimming Carnival**

This is held at the Ascham pool at the end of Term 4. Year 2 and Year 1 girls take part. Parents and friends are invited to attend.

## **Fiona Orientation Day**

This is held in Term 4 for Year 2 students where an outline of changes and expectations for Year 3 is given.

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## **Hillingdon Strings Concert**

This is held in the Packer Theatre at the end of Term 4. Hillingdon string players and the Year 2 choir perform. Parents and friends are welcome to attend.

## **Social Functions**

The school advises that low-key, low-cost functions e.g. picnics, are the best community activities. The Ascham Parents' Association organises regular events. Any notice about such an event must be approved by the school before it is distributed to families.

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## Uniform

### Prep

- Prep students will be required to wear the summer sports uniform five days a week in Terms 1 and 4, and the winter sports uniform five days a week in Terms 2 and 3.
- Ascham red smocks are to be kept at school during the week.
- Hair must be tied back with a red ribbon.
- Red raincoats must be carried daily in the school bag. A spare pair of underpants should be brought and kept for emergencies.
- Ascham red legionnaire's hat or Ascham red bucket hat (to be left at School for sun protection).
- Library bag

### Summer Sports Uniform | Terms 1 and 4

- Ascham white sports polo shirt
- Ascham navy sports shorts (just above the knee when standing)
- Sports shoes
- Ascham white ankle-length socks with khaki stripe

### Winter Sports Uniform | Terms 2 and 3

- Ascham red tracksuit top
- Ascham navy track pants
- Ascham white polo shirt or white polo skivvy
- Ascham navy sleeveless fleece vest (optional)
- Ascham jumper or cardigan (optional)
- Sports shoes
- Ascham white ankle-length socks with khaki stripe

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## Kindergarten, Year 1 and Year 2

### Summer Uniform

- Ascham summer tunic (at the knee when standing)
- Red sleeveless smock—Kindergarten only
- Ascham jumper or cardigan (worn on cooler days)
- Short white striped ankle socks worn with brown shoes
- Brown (Mary-Jane style) Midford shoes are available at the Uniform Shop
- Red hair ribbons
- Ascham red legionnaire's hat or Ascham red bucket hat (to be left at School for sun protection).

### Winter Uniform

- Ascham winter tunic
- School blazer (to be worn to and from School each day)
- Ascham white long-sleeved shirt (crested) or white polo neck skivvy
- Tie (if shirt is worn)
- Ascham jumper or cardigan
- Ascham tights—please note tights are required for all performances
- Ascham long socks (optional)
- Ascham navy-blue trousers
- Brown (Mary-Jane style) Midford shoes are available at the Uniform Shop
- Red long-sleeved smock—Kindergarten only
- Red hair ribbons
- Ascham red legionnaire's hat or Ascham red bucket hat (to be left at School for sun protection).

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## **Additional Uniform Items**

- Red nylon raincoat kept in a plastic bag and brought to school each day (summer and winter)
- Pair of spare underpants in a plastic bag
- Pencil case and homework folder
- Art smock
- Library bag
- Ascham backpack—small size
- Clean handkerchief or small pack of tissues
- Navy woollen gloves (optional)

### **Please note:**

- Raincoats should be carried daily in backpacks.
- Blazers must be worn to school each day during winter
- Umbrellas should not be brought to school.

## **Sports Summer Uniform | Terms 1 and 4**

- Ascham navy sports polo shirt
- Ascham navy sports shorts (just above the knee when standing)
- White sports shoes
- Ascham white ankle-length socks with khaki stripe

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## Sports Winter Uniform | Terms 2 and 3

- Ascham red tracksuit top
- Ascham navy track pants
- Ascham navy-blue trousers
- Ascham navy polo shirt or white polo skivvy
- Ascham navy sleeveless fleece vest (optional)
- Ascham jumper or cardigan (optional)
- Sports shoes
- Ascham white ankle-length socks with khaki stripe

## Swimming Uniform

### Kindergarten (Term 4 only), Years 1 and 2 (Terms 1 and 4)

- Ascham swimming costume
- Red swimming cap
- Ascham swimming bag
- Goggles

### Please note:

- Sports items are worn on sports days.
- At least two sets of sports uniform are required.
- Ascham sleeveless fleece vest, jumper or cardigan may be worn with the sports uniform.

## Uniform Shop

For details of the school uniform, pricing and Uniform Shop hours, please refer to the Ascham Hub.

Uniform fittings are by appointment only. For an appointment, please call 02 8356 7062 or email [ascham@midford.com.au](mailto:ascham@midford.com.au). Appointments must be made for new enrolments.

All items listed must meet the uniform regulations and clearly labelled with your daughter's name. For students in Kindergarten, Year 1 and Year 2, sports uniform may only be worn to school on those days when your daughter has her class PE lesson.

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## Shoes

Shoes should be Clarks, Midford or Start-Rite, available at:

Ascham Uniform Shop—Brown lace-ups children sizes UK10 to UK3; adult sizes UK4 to UK9. Brown Mary Janes sizes UK10 to UK5

Athlete's Foot, Shop 2041 Level 2, Westfield, Bondi Junction—Brown Mary Janes UK10 to UK5. Lace-Ups UK12 to UK8 all in multiple widths

T: 02 9389 5513

W: [theathletesfoot.com.au](http://theathletesfoot.com.au)

Fussy Feet, 825/B New South Head Road, Rose Bay

T: 02 9371 2565

E: [info@fussyfeet.com.au](mailto:info@fussyfeet.com.au)

W: [fussyfeet.com.au](http://fussyfeet.com.au)

Shoes and Sox, Shop 5035 Westfield, Bondi Junction—Brown Mary Janes sizes UK12 to UK3½. Lace-Ups starting at UK12 all in multiple widths

T: 02 9386 1129

W: [shoesandsox.com.au](http://shoesandsox.com.au)

The Shoe Shop, 25 Tramore Place, Killarney Heights—the store does not have brown shoes in stock but will order them in for you

T: 02 9453 2409

E: [shoeshop@optushome.com.au](mailto:shoeshop@optushome.com.au)

W: [shoeshop.com.au](http://shoeshop.com.au)

## Labelling Belongings

All items of clothing, including underwear and swimming costumes, must be marked clearly with woven name tapes. These may be ordered through the Uniform Shop. Marking pen on tape is not as effective as it tends to fade or wash out. Shoes, lunch boxes, lids and towels are to be labelled. Tennis racquets and musical instruments should be suitably engraved or labelled. The Uniform Shop sells luggage tags that are suitable to label bags and musical cases.

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## Lost Property

All labelled and uncollected lost property is distributed to the girls regularly.

Found items are kept in the Hillingdon Office. **It is the responsibility of students and parents to look for lost items.**

Unclaimed clothing will be sent to charity at the end of the year.

## General Tidiness and Hygiene

Hair should be clean and tidy.

Hair that touches the collar is to be tied back.

Fingernails are to be kept short. Nail polish is not permitted.

A handkerchief or tissues should be brought in each day.

Jewellery is not permitted, although one pair of small plain gold or silver studs or sleepers may be worn if ears are pierced.

## Head Lice

Children's hair should be checked regularly. If there is an outbreak in your daughter's class, you will be notified, and your daughter's hair should be checked thoroughly. If her hair is infested, it must be treated appropriately. She cannot return to school until all traces of lice and eggs have been removed. Please consult your pharmacist for suitable treatments.

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## Meals

### General Information

Due to allergies, the girls are not permitted to bring peanut butter, Nutella or nuts in any form to school.

### Morning Tea

Morning tea should be wrapped separately and named. Fruit is an excellent snack for recess and should be cut and/or pre-peeled.

Girls are encouraged to eat healthy meals so potato crisps, sweets, chocolate bars, chewing gum, soft drinks, cakes or biscuits are not suitable.

### Lunch

Bring in a named lunchbox.

No glass containers or pull-top tins.

All food should be eaten so please do not over-estimate appetites.

It is your responsibility to ensure that your daughter has morning tea and lunch each day.

### Tuckshop

Tuckshop lunches are available Monday to Friday for Kindergarten, Year 1 and Year 2 students. **The cut-off time to place a lunch order is 9am.**

Lunch orders are placed on the Ascham Hub through My Monitor. Please be advised that you must specify your daughter's dietary restrictions and allergies when ordering online.

A Tuckshop price list is available on the Ascham Hub.

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## Class Activities

### Term Overviews

Details regarding the different topics studied each term will be available via the Hub so that children can bring in items of interest. Parents can assist their daughters to collect pictures, visit the library, and look for information on the topic.

### Textbooks

These are distributed at the beginning of Term 1.

### Stationery

Stationery items are supplied to Hillingdon students. A zippered homework folder is provided in Kindergarten and is kept for use in Years 1 and 2. A zippered pencil case is provided in Year 1 and is kept for use in Year 2.

### Junior School Diary

The Junior School Diary is used in Year 2 and is a formal document that is to be used for planning homework completion. It must be brought to school each day and maintained in a neat and tidy manner.

Parents must sign the Diary each night once they have checked their daughter's homework is complete.

Diaries may also be used for brief communications with your daughter's teacher. For longer communication, it is recommended that you send a separate letter or contact the school via email at [hillingdon@ascham.nsw.edu.au](mailto:hillingdon@ascham.nsw.edu.au)

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## Homework

Homework is set to consolidate concepts taught during the day or for the completion of work. It is important that girls are encouraged to develop good home study habits. Homework should be done in a suitable, quiet place and preferably before dinner.

Children should be encouraged to pack their books in their bags as soon as their homework is completed.

Please write a note to the class teacher if there is a problem.

Reading for pleasure and listening to stories are always to be encouraged after homework is completed.

Parents should:

- read with and to children
- show an interest in homework
- listen to their daughter read daily
- encourage learning of sounds and spelling words
- encourage learning of number facts and times tables
- encourage effective use of time
- encourage neat presentation
- explain where necessary
- supervise instrumental practice.

Recommended daily homework times:

Year 2: 20–30 minutes of Spelling, Reading, Mathematics, etc.

Year 1: 15–20 minutes of Spelling, Reading, Mathematics etc.

Kindergarten: 10–15 minutes of Spelling, Reading and Mathematics.

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## **Specialist Class Lessons**

All Kindergarten, Year 1 and Year 2 girls have class Library, Music, Visual Arts, PDHPE, STEAM, French and Chinese-Mandarin lessons taken by specialist staff.

Prep girls have class Library, Music, PDHPE and STEAM lessons taken by specialist staff.

If your daughter needs to be excused from a PE or Swimming lesson, a separate email or note must be written to the Hillingdon PDHPE teacher, clearly stating the reason.

## **Library**

Prep—Year 2: Students may borrow books in their Library lesson each week, provided all books are returned and a library bag is brought to school. Ascham library bags are available from the Uniform Shop. Please clearly label your daughter's bag. Families will be billed for lost books at the end of each term. New books are donated to the Helen Grant Library by parents and children on Hillingdon Open Day each year. The library is open for extra borrowing before school on Thursday and Friday.

## **Class Swimming Lessons**

These form part of the weekly PDHPE program in Term 1 and Term 4 for Years 1 and 2 and are on Fridays.

Kindergarten girls begin class swimming lessons in Term 4.

Girls need to bring an Ascham swimming costume, a towel, red swimming cap, and goggles in the Ascham swimming bag.

Prep girls do not have class swimming lessons.

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## Excursions

An online consent form will be distributed via the Hub prior to each term requesting permission for your daughter to attend these events.

Class excursions are arranged during the school year and details are sent in advance advising the cost, the correct uniform to be worn and transport arrangements.

Excursions are integrated with the learning program and students are strictly supervised on excursions.

## Volunteers—Working with Children Check

Ascham School recognises the value of volunteers in contributing to our school community. They make a considerable contribution by giving their time and sharing their skills and expertise with others.

The *Ascham School Volunteer Policy* on the Hub outlines a standard of behaviour expected from volunteers at our school and includes a Volunteer Agreement which needs to be completed each year, prior to volunteering.

In keeping with best practice in Child Protection, Ascham School requires all volunteers to agree to and comply with the *Ascham School Volunteer Policy*.

If you do not already have a current employee or volunteer WWCC, you can apply online for your WWCC. There is no fee for a volunteer WWCC.

- Step 1: Complete the online form on the Service NSW website—  
[www.service.nsw.gov.au/transaction/apply-working-children-check](http://www.service.nsw.gov.au/transaction/apply-working-children-check).
- Step 2: Go to a Service NSW or Motor Registry to provide identity documentation.
- Step 3: Once your application has been processed by Service NSW, you will be notified by email.
- Step 4: Complete the *Ascham School's Volunteer Policy* form on the Hub (School Resources/Forms).

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## Charities

Hillingdon children sponsor a World Vision child and support other charities throughout the year. Collections of Easter, Christmas presents, and tinned food are made for Barnardos Australia bi-annually.

Information on each charity drive is emailed to families. Children are encouraged to earn money for the collections by helping parents in some way, rather than asking parents for money. Money should not be brought to school except at specific times when requested.

As part of the girls' charity activities, mufti days may be organised. Although the girls may not be wearing school uniform on these days, it is essential that the clothing worn to school provides sufficient sun protection. Tops or dresses that do not protect shoulders and the neck area are not acceptable.

For safety reasons, the girls are asked to wear their sports shoes or shoes that cannot slip off. Sandals, thongs and UGG Boots do not provide safe foot protection at school.

## Toys

Please discourage children from bringing toys, trinkets or jewellery to school unless requested by the class teacher. Special days are arranged from time to time for dolls or toys to be brought. Please ensure your daughter has only **1–2 ribbons or keyrings to identify her bag.**

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## Birthdays

Please do not arrange a birthday party on a school day. Weekday parties interfere with routine and homework and make the children very excitable during the day at school.

You may like to send in a special treat for your daughter to share with her class. Please ensure that it is small and clearly labelled with all the ingredients, noting that girls are not permitted to bring nuts in any form to school.

On the morning that your daughter brings her special treats to school, please pass them onto the teachers on car line who will make sure that the treats are sent to the classroom or stored in the staffroom.

Invitations to birthday parties and other functions should be posted or emailed. They cannot be given out at school. The school advises that small birthday parties are the most suitable (e.g. the number the child is turning plus one).

## Co-curricular Activities

All girls who are enrolled in co-curricular activities after school, must be registered with After School Care. Girls not collected promptly from these activities will be taken to After School Care in Hillingdon where a charge applies.

## General Activities

**Chess**—This program is available for Year 2 girls. These classes introduce the skills of chess and allow the girls to practise these skills in game situations.

**STEAM (Science, Technology, Engineering, the Arts, Mathematics)**—This program is offered to the Year 1 and Year 2 girls throughout the year. This club allows the girls to explore and investigate a variety of STEAM areas in a fun and engaging environment. LEGO League clubs are also offered to girls in Years 1 and Year 2.

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## Music

A variety of instruments are available for Hillingdon girls to study. If you are interested in your daughter learning a musical instrument, please contact the Music Department on [music@ascham.nsw.edu.au](mailto:music@ascham.nsw.edu.au) or 02 8356 7052.

Individual instrumental lessons are 30 minutes in duration. Girls who learn a string instrument also participate in a 30 minute ensemble lesson once a week.

Recorder Ensemble—Open to girls in Year 2 who would like to begin learning a woodwind instrument. This group rehearses for 30 minutes once a week.

In the event of student absence, please contact our Music Administrator on [music@ascham.nsw.edu.au](mailto:music@ascham.nsw.edu.au) or 02 8356 7052. Unless reasonable notice (minimum 24 hours) is given to the Music Administrator, any absence due to illness will be charged to your account.

For information regarding applications for instrumental lessons, please contact the Music Administrator via email [music@ascham.nsw.edu.au](mailto:music@ascham.nsw.edu.au).

## Speech and Drama

Studies in Speech and Drama develop self-esteem, discipline and imagination. At Ascham, studies in Speech and Drama instil skills to allow girls to Be Heard, Be Understood, Be Remembered and Be Confident.

The focus of Speech and Drama in the early years is to develop an effective voice, focus, imagination, rudimentary performance skills, teamwork and confidence. Students enjoy speech and activity rhymes along with articulation exercises to develop vocal clarity and projection. Varied texts are used to encourage imaginative discussion, creative action and to develop vocal skills including variations in pitch, pace and emphasis. Drama activities help to develop characterisation and encourage positive interactions with other students. All students have the opportunity to perform in a Hillingdon Speech and Drama Soirée.

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Further information and registration forms can be found on the Ascham Hub or by emailing [speech@ascham.nsw.edu](mailto:speech@ascham.nsw.edu).

## Sport

At Ascham we value participation in sport, and it has always been an integral part of our students' daily life. Our aim is to instil the school values of Kindness and Respect, Collaboration and Community, Courage and Resilience, Acceptance and Responsibility and Ambition to promote a sense of lifelong physical activity. We believe that these values will help to shape the personal growth and development of each student.

The Ascham Sports Program is supported by a highly experienced team of Head Coaches and Coaching Staff who provide our students with the opportunity to participate and develop as players in a safe and enjoyable sporting environment. We are proud to have an inclusive program that ensures all girls are into the sport of their choice.

Our program begins in Prep and continues through to Year 12. This approach ensures that there is a continuity of skill development and game play throughout the years. We offer a range of competitive and non-competitive sporting opportunities, enabling students to select sports based on their personal interest and available time.

### **Junior School Houses are:**

Bunya: Green

Coolac: Red

Waree: Blue

There are a number of co-curricular sports offered to the girls in Hillingdon before school, after school or on Saturdays. These include:

Aerobics (available year-round for students in Years 1 and 2)

Dance (available year-round for students from Prep–Year 2)

Diving (available only in Term 3 for students in Year 2)

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Multi-sports Program (available year-round for students in Kindergarten, Years 1 and 2)

Girls Got Game (Prep-Year 2)

Gymnastics (available year-round for students from Prep–Year 2)

Swimming lessons (available year-round for students from Prep–Year 2)

Tennis lessons (available year-round for students from Prep–Year 2)

Every girl is expected to wear the correct uniform to all training sessions. This includes the Ascham sports bag.

To ensure that your daughter can commit to the time required for each sport, the Co-curricular Timetable on the Hub provides a guide to the time commitments of each activity to assist in planning her schedule.

Further information and registration forms for all teams and individual sport activities can be found on the [Sport Hub pages](#). For further information please contact the Sports Department on [sport@ascham.nsw.edu.au](mailto:sport@ascham.nsw.edu.au).

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## School Values and Policies

Ascham girls are proud of their School and are at all times respectful, cooperative, honest, responsible and kind. They act with a common purpose: to make a positive contribution to society. Ascham girls commit to every task with heart and soul.

### Our School Values

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#### Respect and Kindness

Treat others as you wish to be treated. Display warmth, friendliness and generosity.

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#### Collaboration and Community

Be both leaders and team players. Understand that the world is interdependent and seek to help others.

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#### Courage and Resilience

Step forward to support what you believe in. Treat setbacks as opportunities to learn and move forward.

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#### Acceptance and Responsibility

Celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.

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#### Ambition

Appreciate challenging goals.

All school policies can be found on the Hub in full detail.

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## Student Code of Conduct

### Introduction

At Ascham School we recognise that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied.

This Student Code of Conduct has been developed to clearly set out standards of behaviour that students are expected to abide.

Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the school. All students and families have ready access to support offered by school teachers and staff.

### Values

Students are expected to uphold the values of Ascham School. Our values are:

Respect and Kindness — treat others as you wish to be treated.  
Display warmth friendliness and generosity.

Collaboration and Community — be both leaders and team players.  
Understand that the world is interdependent and seek to help others.

Courage and Resilience — step forward to support what you believe is right. Treat setbacks as opportunities to learn and move forward.

Acceptance and Responsibility — celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.

Ambition — show enthusiasm and appreciate challenge by setting goals.

These values are to be upheld in the way you conduct yourself not only in the school, but also the community.

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## Rights and Responsibilities of Students

Students are expected to observe and uphold this statement of rights and responsibilities:

You have the right to:

- Reach your full learning potential in a safe and supportive environment.
- Be safe.
- Be treated with respect, courtesy and kindness.
- Be treated as an individual whose views and opinions are valued.
- Be an active part of and contribute positively to the community.
- Be treated fairly and justly.
- Live in safety, free from the fear of bullying and other anti-social behaviour.
- Have your human rights, and other legal rights respected.

You have the responsibility to:

- Enable others to learn in a safe and supportive environment.
- Follow school policies, procedures and the directions of teachers at all times.
- Treat others with respect, courtesy and kindness.
- Listen to others openly and carefully and to value their opinion even if you don't agree with it.
- Treat everyone fairly and kindly and to refrain from any form of bullying behaviour.
- Represent the school well in the community.
- Accept and consider the consequences of your actions.
- Respect the human rights and legal rights of others.

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## School Rules and Policies

Students are expected to abide by school rules and the policies of the school, as well as the directions of teachers.

### Breach of Code of Conduct

A breach of this code of conduct will be dealt with according to our Student Discipline Policy.

## Ascham Anti-Bullying Policy

The complete Ascham Bullying Prevention and Intervention Policy and Procedures can be found on the Hub using the following link <https://hub.ascham.nsw.edu.au/school-resources/policies>.

### Rationale

Ascham School is a caring community whose aim is to ensure each individual has a safe and supportive environment in which to learn and grow with confidence. Every student in the Ascham community has the right to be free from any form of bullying. We will not tolerate any behaviour that denies this right, and we will actively promote consideration and respect for the individual.

It is important to note that the bully, herself, is in need of counselling and help. Bullying behaviour can mask deep insecurities and depression.

### Definition

Bullying is deliberate, repeated behaviour by an individual or a group of individuals that causes distress, hurt or undue pressure.

It is often characterised by an imbalance of power between bully and victim. Bullying is not only done in person but can also take place by electronic means through email and text messaging.

Examples of bullying behaviour:

Any form of physical attack such as hitting, tripping, pushing or throwing of objects

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Name calling, malicious teasing, belittling or insulting someone

Any form of discrimination on the basis of race, religion, sexuality

Interfering with another person's property by damaging or hiding it – this can include borrowing it without permission

Purposely excluding, or encouraging others to exclude, someone from a group

Spreading rumours or telling lies in order to damage someone's reputation among the student body

Cyberbullying such as playing practical jokes or making malicious comments via email, text messaging or on social media platforms.

## **Anti Bullying Strategies for Parents**

### **How can bullying be identified and how can parents help?**

It is important to remember that bullying will be most effectively dealt with, and with the least damage to both the child being bullied and the child who is bullying, when parents and the school work together to find a solution—parents should not intervene directly but should work with the school. The school sees its partnership with parents as essential in promoting the well-being, happiness and productivity of all the students in its care.

The following brief guidelines may help you help your children such that they do not become bullies or victims.

Encourage your daughter to talk to you about bullying regularly. Let her know how much you disapprove of bullying and explain why. Model and encourage respect for others, emphasise seeing things from another's point of view and instil an awareness of the rights of others not to be mistreated.

Stress how important it is that bullying is everyone's problem. No-one can be neutral about it. Encourage your daughter to support a student who is being bullied and to report it. If she will not talk to the school, you should do so.

Be alert to any signs of distress anxiety, unwillingness to attend school, regular episodes of missing or damaged equipment or clothes and inform the school of your concerns. A change in

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behaviour (for example becoming angry about nothing, being overly moody, talking about herself in a derogatory fashion) can also be warning signs and should be discussed with the school.

Communicate regularly and openly with the school. Your daughter's Form Teacher and Year Coordinator are the primary points of contact, and it is important to develop two-way lines of communication. In Fiona and Hillingdon your daughter's Class Teacher and the Head of Junior School are the primary points of contact and it is important to develop two-way lines of communication.

Take an active interest in all areas of your daughter's school life, encourage her to talk to you and to talk to teachers she trusts and likes.

Develop resilient social skills in your daughter such as encouraging her to speak openly and confidently, how to negotiate and to express her own opinion without fear. Help her learn the difference between friendly banter/joking and bullying and help her distinguish between those friends who care about her feelings and those 'friends' who do not.

Your daughter will copy what you do, and it is important that you offer her a positive role model of being resilient, compassionate and respectful of others' rights.

## Anti-Bullying Strategies for Students

### Your Rights and Responsibilities:

It is a student's **right** to feel safe at school. It is the right of all students to have a safe, supportive and caring environment in which to pursue their education. It is a student's **responsibility** to make sure that this right is possible. Students can do this by:

not engaging in any bullying behaviour in any form  
reporting any bullying they see, and if possible, stepping in to stop it  
telling someone who is bullying to stop, and supporting the victim  
talking to someone in authority as soon as possible.

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## **If you are being bullied:**

The first thing to remember is: **It is not your fault.** Bullies want to hurt or belittle their victims because the bully wants to feel powerful, not because you have done something or said something.

You should try to tell the bully to stop. This can be difficult, but it is important to try. Equally, you should try to walk away ignoring any taunts or name-calling. Do not respond aggressively or with taunts of your own.

**You must tell someone.** Do not think that no-one cares or that no-one wants to know about it. If you cannot tell someone on your own, find a friend to go with you. By telling someone, you immediately help to make the bully less powerful.

There are many people in school that you can talk to including the Head of School, the Deputy Head, the Head of Junior School, your Year Coordinator, your Class Teacher, one of your teachers, the School Counsellors and the School Nurse.

## **If you see someone being bullied:**

Support the victim and tell the bully to stop. It is important to do this as it shows you care. You care for the victim, and you care that the bully should not behave in that manner.

Take the victim away from the situation. Find another group of friends to be with and let the victim know you support her.

Tell someone. The victim may not want to talk to a member of staff, but it is vital that the school knows about the bullying incident. It is only by telling someone that bullying behaviour will be stopped. Support the victim and offer to go with her to talk to someone. If she won't, you must tell someone yourself.

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## Ascham ICT Acceptable Use Guidelines – Prep to Year 2

All Ascham students, regardless of their age, use the School's Information and Communication Technology (ICT) resources as a part of their studies. To facilitate this, parents are required to accept the ICT Acceptable Use Policy (ICT AUP) on their daughter's behalf.

Acceptance of the ICT AUP confirms that you have read the policy and the guidelines below and discussed these with your daughter. You are confirming on her behalf that following that discussion she understands and will comply with the school's expectations of how students may use the School's ICT resources.

For parents, the ICT AUP should be read in conjunction with the following Ascham policies and code:

- Anti-Bullying Policy
- Ascham Privacy Policy
- Code of Conduct

The following Acceptable Use Guidelines outline the behaviours expected of your daughter when using Ascham ICT resources. These guidelines will be reviewed annually and if the school amends this agreement, we will notify you of relevant changes.

### Digital Devices

Digital devices and internet services are provided by the school for students in Prep through to Year 2 to enhance their education. These digital devices and services must be used in a responsible manner. When using Ascham ICT Resources, students should know and understand:

- Technology is only to be used when permission is given, and a teacher is present.
- The settings on devices must not be altered.
- Devices are to remain in their protective cases.
- Devices are to remain in the classroom at recess and lunch.
- Any damage should be reported to the teacher.
- Proper care must be taken when using or carrying devices.
- Devices should be stored correctly.
- Devices must only be used for the purpose of the set learning activity.

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## Cyber Safety

With regard to cyber-safety and cyberbullying, students should know and understand:

- Passwords must be kept private.
- Personal information including full names, addresses, phone numbers, email addresses and photos of themselves, friends or family must be kept private.
- Not to be mean, rude or unkind to, or about other people when using devices.
- If they see anything that is upsetting, mean or rude they will not show others, they will turn off or close the screen and notify a teacher straight away.
- Photographs or videos must not be taken of other students or staff members without teacher permission during learning activities.
- Students should access websites that teachers have selected and are relevant to their studies and should make no attempt to access inappropriate material.
- Disabling browsing history is not permitted, teachers may access students' browsing history.

## At Home

With technology increasingly becoming part of students' everyday lives and students having greater access to technology at a younger age, the school makes the following suggestions about technology use at home:

- That it is kept out of bedrooms (this includes gaming devices, televisions, iPads, phones and laptops).
- That it is to be used under the supervision and guidance of an adult.
- That parents set the proper parental controls on student devices and manage accessibility to age-appropriate content via the internet, App and Google Play stores.
- That parents monitor the amount of screen time children have.
- That devices are not used one hour prior to bedtime, or before sleeping.

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## Internet and Social Media Use

At Ascham we believe social media can be an important way for students to connect with each other and the world. However, the school day is not an appropriate time to use social media and no student should use it during school hours. It should be understood that a student is always a member of the Ascham Community and if using social media outside of school hours, students must abide by Ascham's policies at all times.

When using social media, students should understand the importance of making good choices such as ensuring strong privacy settings, using appropriate language and behaviour and ensuring their own and others' safety at all times by following the Acceptable Use Recommendations listed below.

- Social media accounts such as Facebook, Instagram, SnapChat and TikTok etc., are not permitted under the age of 13 and are therefore **not appropriate for Hillingdon students**. Parents with daughters under the age of 13 must always check for age restrictions before setting up any social media account or downloading an app.
- Students should use their school account to access the internet; the use of mobile data devices at school is not permitted.
- Students should access websites that are relevant to the information that they need for their studies and should make no attempt to access inappropriate material.
- Students may not use internet chat, personal email (e.g. Gmail or Hotmail), social networking sites and instant messaging services during the school day.
- When using the Ascham network, students may not download or install any films, TV series, music or games from the internet.
- Students should respect the privacy of everyone and should not post any inappropriate comments or images of the Ascham Community or third-party contractors.
- Students may not publish photographs containing students in Ascham uniform or on school grounds, including geo-location tagging, on a public forum or shared in any other public forum

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without the express consent of the School. To do so is a breach of privacy.

- Social media when used inappropriately can lead to cyberbullying, harassment and unlawful behaviour. It is important that all students follow the above protocols to ensure the safety and wellbeing of each other when engaging on social media.

## Mobile Phones

- Mobile phones or other devices such as smartwatches (with cellular access) may not be used or accessed during school hours.
- Students in Prep to Year 2 are not permitted to bring mobile phones to school.
- Any girl who brings a smartwatch (with cellular access) to school must hand it in to their class teacher first thing in the morning and be responsible for collecting it as they leave in the afternoon.
- Girls found with a mobile phone or a smartwatch (with cellular access) during the school day will have it confiscated.

## Copyright

Ascham students understand that copying another person's work, without acknowledgement is plagiarism and constitutes infringement of the Copyright Laws. They know they must reference correctly direct quotations, facts and figures, as well as ideas and theories, from all sources that are not their own work. Infringing Copyright laws may also include illegally copying, distributing or sharing software, images, video, music or other published works without permission from the original owner.

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## Protocols

- Students should respect the privacy of all members of the school community. The reputation of each student, teacher, parent, community member and of the school itself is important and should never be caused harm.
- Students should not post any comment or image that is hurtful, embarrassing or unkind. They should only post comments and images about their friends that they would be prepared to have made public. Students should not post any comments or images about the school or any member of staff.
- Students should maintain the highest security in their privacy settings on all social media and should not have any private information publicly visible.
- Blogs, tweets and other forms of commentary on the internet should not say anything that is misleading, malicious or untrue. Unkind and hurtful comments should never be made about any member of the school community.
- Students should not impersonate or falsely represent another person.
- It is strongly recommended that, on social networking sites, students only accept friends and followers that they know well enough to speak to offline. No student is allowed to request a member of staff to be a social media 'friend'.
- It is against ICT AUP for students or parents to publish images on public forums (this includes on any social network sites) of the Ascham School campus, students or staff without the permission of the school. This also includes videos of girls dancing in their school uniform or their school sports uniform.

## Consequences

If a student does not follow the school's protocols with regard to ICT and social media use, the consequences will include:

- Parents will be informed of any social media misconduct by the student.
- Any form of deliberate cyber bullying, harassment or unlawful behaviour will be reported immediately to the Head of Junior School and may lead to more serious consequences.

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- All reports of Cyber bullying and other technology misuses will be investigated fully and may result in a notification to police where the school is obligated to do so. Students and Parents must be aware that in certain circumstances where a crime may have been committed, they may be subject to a criminal investigation by Police over which the school have no control.

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## Risk Warning under Section 5M of the Civil Liability Act 2002 on Behalf of Ascham School and IPSHA

### Sporting Activities

Ascham School organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Independent Primary School Heads of Australia (IPSHA)—NSW Branch. Students participating in these sporting activities take part in practice and in competitions.

Ascham School and IPSHA expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of the recommended safety equipment, and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

While Ascham School and IPSHA take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

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## Risk Warning Under Section 5M of the Civil Liability Act 2002 issued on behalf of Ascham School

### Non-Sporting Activities

Ascham School organises many activities such as debating, orchestra, choir, curriculum excursions and extra-curricular activities during the course of a year. Students participating in these activities take part in practice and in competitions.

While Ascham School takes measures to make the activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching an activity or travelling to and from the event. The injury may result from a student's actions, the actions of others, or equipment failure.

In very rare cases, the injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.



**Ascham School**

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