



Hubbard's School
U-centric learning

***Certificate IV in
Adult Tertiary
Preparation***

***Student Handbook
2018***

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MISSION STATEMENT

Hubbard's School aims to deliver a challenging and rewarding curriculum in a nurturing, academic environment. We do this by providing a positive education experience which gives each student the opportunity to experience breakthrough success.

Our ethos is to strive to reignite each student's personal learning journey by helping them to:

- Reignite their passion for learning
- Reimagine their learning strategies to accelerate and elevate their progress
- Realise their learning goals

We aim to facilitate the development of our students to become independent and confident learners who contribute to society in a positive manner.

We champion "U-centric" learning focused on the personal strategic achievements of our students.

ABOUT HUBBARD'S SCHOOL

Hubbard's School has been operating since 1952, providing the opportunity for students to reach their potential and achieve their academic goals. Hubbard's School is now an accredited non-state co-educational private school situated at Level 1/15 Lang Parade, Milton, QLD, 4064.

The reputation of Hubbard's is due mainly to the ability of the staff, all of whom are specialists in their field. Instructors are highly effective, well-qualified professionals with extensive experience. All staff are prepared to help the conscientious student who is experiencing difficulty.

Class size varies with the average number being approximately 15. Classes are kept small deliberately, so those students experiencing difficulty can be given more individual attention. All staff members respect students, and a warm staff/student relationship prevails. Students are conscious of the friendly, helpful and capable nature of the staff. This allows them to frequently approach the staff with their academic problems.

ENROLMENT PROCEDURE

Persons entering this course must be at least 18 years of age or must turn 18 years of age within 6 months of enrolment in their tertiary course. Admission of applicants under this age will be considered in exceptional circumstances only and at the discretion of the Principal. Year 10 level of education is an advantage.

There are no religious, racial or academic restrictions placed on admission, however, the School reserves the right to withhold entry, if it seems likely that the student would not benefit from the education offered at Hubbard's School. Students, who have not been involved in any formal studies in recent years, should have an initial consultation with the Principal and/or teacher, to ascertain whether any formal preparatory units or additional tuition may be necessary prior to the commencement of the course. These may incur additional costs.

CODE OF PRACTICE

EDUCATION STANDARDS

Hubbard's School:

- Has policies and management practices which maintain high professional standards in the marketing and delivery of education services, and which safeguard the interests and welfare of its student clients.
- Maintains a learning environment which is conducive to the success of its students.
- Has the capacity to deliver the nominated course, to provide adequate facilities and use appropriate methods and materials.

STUDENT INFORMATION

Hubbard's provides accurate, relevant and up-to-date information to students prior to commencement. This includes, but is not limited to:

- Code of Behaviour
- Admissions Procedures
- Refund Policy
- Total Costs to Students
- Competencies to Be Achieved
- Assessment Procedures
- Grievance Procedures
- Facilities & Equipment
- Student Support Services

ENROLMENT

Enrolment of students is always conducted in an ethical and responsible manner, consistent with the requirements of the curriculum. Hubbard's ensures that student selection decisions comply with equal opportunity legislation.

GROUP CLASSES

The course dates, class days, times, pricing and final enrolment date can be found on the CATP brochure.

Additional costs for group classes:

- During the course students who require additional tutoring above the set class times will be charged a tutoring rate of \$80/hour.
- After the course end date if a student requires additional tutoring in order to complete the course or finalise assessment, a tutoring fee of \$80/hour will be incurred.
- A tutoring cancellation fee of \$60 will be incurred by a student who provides the School with less than 24 hours' notice of a tutorial cancellation.

All courses are subject to minimum enrolments and teacher availability.

PRIVATE CLASSES

The course dates, class days, times, pricing and final enrolment date can be found on the CATP brochure.

Additional costs for private classes:

- If more than the provided course hours are required, additional private classes can be negotiated and are charged at a rate of \$110 per hour, subject to teacher availability.
- An \$80 cancellation fee will be incurred by a student who provides the School with less than 24 hours notice of a private class cancellation.
- Students are responsible for counter-signing the Teachers' claim for the hours completed at the conclusion of each private class. This will ensure that class start and end times are accurate.

All courses are subject to minimum enrolments and teacher availability.

REFUNDS AND CANCELLATIONS

- Students withdrawing from a course before the start date will receive a refund of the total amount paid for that course minus a \$200 administration fee.
- Students withdrawing from a course after the start date are not eligible for a refund of any amount paid for that course. (If the student is able to provide written evidence showing they are suffering from a medical condition with a medical certificate*, or extreme personal hardship which necessitates being unable to complete the course, a partial refund may be considered at the School's discretion.)
*Hubbard's School reserves the right to check the authenticity of any medical certificates provided before a refund is considered.
- Should the course be cancelled by Hubbard's School, students are entitled to a full refund.

STUDENT GRIEVANCES

Hubbard's School is committed to ensuring that all student, parent and employee disputes are dealt with in a responsive, efficient, effective and fair way.

Hubbard's School views complaints and disputes as part of an important feedback and accountability process. We also acknowledge the right of students, parents and employees to complain when dissatisfied with an action, inaction or decision of the School and the School encourages such feedback. Hubbard's School recognises that time spent on handling disputes can be an investment in better service to students, parents and employees.

The 'Grievance Procedure' maintains a method of confidentially resolving issues between the parties concerned and those who are assisting the parties to resolve the conflict.

Hubbard's School encourages all grievances to be dealt with in alignment with the School's 'Grievance Procedures'.

MARKETING

Hubbard's School markets its education products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn between Hubbard's School and any other RTO provider or tertiary preparation course.

INDEMNITY

Students, Parents & Guardians indemnify Hubbard's School against any loss or damage caused by any failure by the

Student or their Parents/Guardians to comply with our rules and policies. Student and their Parents/Guardians also indemnify Hubbard's School against any loss or damage caused by the willful disobedience or reckless behaviour by the Student, Parent or Guardian.

ASSUMED KNOWLEDGE

Students wishing to study Physics, Chemistry or Pure Mathematics will be advantaged by having studied Mathematics and/or the corresponding Science to Year 10 level.

CATP - EXPLAINED

Students enrolling in this course usually do so to complete a subject to satisfy university prerequisites. For those students wishing to complete the full Certificate IV in Adult Tertiary Preparation there are 3 core units and 6 elective units. The 3 core units are:

- ATPPRE401A - Preparation for Study
- ATPALS401A - Language and Learning Skills 1
- ATPALS402A - Language and Learning Skills 2

Learners who exit the course prior to completion of the 3 core units and 6 elective units will receive a Statement of Attainment for the units attained. Queensland Tertiary Admissions Centre (QTAC) provides all applicants who have completed two or more subjects in the Certificate IV in Adult Tertiary Preparation with a QTAC selection rank derived from QTAC schedules. For further information regarding the calculation of a QTAC selection rank, refer to the qtac website. www.qtac.edu.au

Students who wish to complete the whole Certificate IV in Adult Tertiary Preparation must adhere to the following criteria:

- Complete all 3 core units; and
- Complete an additional 6 elective units from the subjects offered:
 - o Biology - 2 elective units
 - o Chemistry - 3 elective units
 - o Maths A - 2 elective units
 - o Maths B - 3 elective units
 - o Physics - 3 elective units

ALLOCATION OF RESULTS

To complete any of the units successfully, a learner must gain a minimum performance level (Competent - Pass) against all of the stated criteria. Criteria to achieve a Credit or Honours performance level are specified within each subject. In order to achieve any successful result the student must be deemed successful in all Performance Criteria and Assessment Criteria specified within that subject.

GRADING GUIDE

Graded Exit Result per Unit of Competency
Competent - Honours
Competent - Credit
Competent - Pass
Not Competent - Fail
Withdrawn (with participation)
Withdrawn (without participation)

Students should be aware that both failure and non-completion of a unit may incur an academic penalty when being ranked for university entry. A (Not Competent - Fail) code will only be used when a student has completed all assessment pieces and has been deemed not competent.

To receive a Statement of Attainment it is an audit requirement for the teacher and the student to have signed off each piece of assessment and signed the assessment profile. Students are also required to sign a student declaration and to finalise their account with the School.

REASONABLE ADJUSTMENT

Reasonable adjustment may be required for learners with a disability. Assessors are obliged to make reasonable adjustments to provide learners with a disability the opportunity to demonstrate competence on the same basis as learners who do not have a disability. Any adjustments should be made in consultation with the learner.

The integrity of this course and the assessment requirements should be maintained even though reasonable adjustment is made.

All learners do not need to complete the same assessment task. Adherence to a standardized task will not allow the creation of an inclusive assessment environment or the application of reasonable adjustment. A variety of ways will be used to determine whether the learner has achieved the competency.

GAP TRAINING

Students who are able to provide sufficient evidence to show successful completion of a significant amount of learning outcomes in a unit, may be able to access training to address the uncompleted outcomes only.

To access gap training a student must:

- gather all documentation and evidence relating to previous work experience and courses; and
- submit these to the Principal for assessment.

The Principal will evaluate the information and liaise with the student to discuss training options if applicable.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is a process whereby competencies gained through previous work or life experience can be recognised. RPL requires applicants to demonstrate both competence and currency in these skills. This process is applied case by case and a judgment made on the merits of each individual's application for RPL. The use of assessment items (i.e. modified exams or assignments, portfolios, interviews and presentations) may be used to determine competency.

On successful completion of the RPL process for a unit, a student will be granted a Pass achievement level for that unit. Graded assessment levels do not apply where competency has been achieved on the basis of RPL.

Students may be required to attend an interview to support the application. The tuition fee remains payable regardless of the outcome of the application.

To apply for recognition of prior learning:

- gather all documentation and evidence relating to previous work experience and courses;
- indicate, on enrolment, your request for RPL; and
- submit these to the teacher or Principal for assessment.

The transfer of results of QCAA subjects approved for the Queensland Certificate of Education to Certificate IV in Adult Tertiary Preparation units has to be determined by either TAFE Queensland as proponents of the course or QCAA.

CO-REQUISITE MODULES

The following table indicates any subject that has a pre-requisite requirement.

Subject	Unit	Pre-requisite
Biology	ATPBIO401A: Biology 1	Both units can be studied concurrently
	ATPBIO402A: Biology 2	
English	ATPALS402A: Language and Learning 2	ATPALS401A: Language and Learning 1
Chemistry	ATPCHE402A: Chemistry 2	ATPCHE401A: Chemistry 1
	ATPCHE403A: Chemistry 3	
Physics	ATPPHY403A: Physics 3	ATPPHY401A: Physics 1 & ATPPHY402A: Physics 2
Maths A	ATPGMA401A: General Mathematics 1	Both units can be studied concurrently
	ATPGMA402A: General Mathematics 2	
Maths B	ATPPMA402A: Pure Mathematics 2	ATPPMA401A: Pure Mathematics 1
	ATPPMA403A: Pure Mathematics 3	

CREDIT TRANSFER

Credit Transfer (CT) is an administrative process whereby documented accredited study, equivalent to the proposed study, is recognised. There is no assessment process in a credit transfer process. CT does not earn any recognition by QTAC and therefore does not contribute to the overall QTAC rank; however, CT does count towards the achievement of the whole qualification. CT from Queensland Studies Authority (QCAA) subjects approved for the Queensland Certificate of Education to Certificate IV in Adult Tertiary Preparation units has not been determined by either TAFE Queensland as proponents of the course or QCAA.

UNIQUE STUDENT IDENTIFIER

USI EXPLAINED

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that give students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for student to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015. For further information please visit the Unique Student Identifier official website: www.usi.gov.au

STATEMENT OF ATTAINMENT

It is a government requirement for students enrolled in the Certificate IV in Adult Tertiary Preparation program have a USI. Hubbard's School cannot provide you with your Statement of Attainment until your USI has been verified.

ACQUIRING A USI

Students can create a USI for free on www.usi.gov.au and following the prompts. To do this, you will need to provide one of the following forms of ID:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Australian Birth Certificate (please note that a Birth Certificate extract is not sufficient)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

USI PRIVACY POLICY

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy at www.usi.gov.au or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

COMPLAINTS

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

HUBBARD'S SCHOOL PRIVACY POLICY

STANDARD COLLECTION NOTICE

Hubbard's School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.

The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the School, including specialist visiting teachers, tutors, coaches, volunteers, and counsellors;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA);

- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from pupils is regularly disclosed to their parents or guardians.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's 'Privacy Policy'.

Access to the School's private information may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The School's 'Privacy Policy' also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on social media, and on our website. This may include photographs and videos of pupil activities such as sporting events, and school excursions. The School will obtain permissions annually from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.

We may include pupils' and pupils' parents' contact details in a class list and School directory.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

SCHOOL POLICIES

Copies of all of the Hubbard's School Policies are available upon request from the Hubbard's School Office.

ASSESSMENT REGULATIONS

Assessments must be submitted/completed/delivered on or before the due date and by the end of the associated lesson, whether the student is actually in attendance or not. Attached to assessments must be a completed assignment cover page if supplied.

Students must keep a printed back up copy of all written assignments in case some accident befalls the original after submission. Computer file copies are not deemed to be sufficient back-ups.

Students who plagiarise, i.e. copy from another student's work or from another source, e.g. texts, magazines or the Internet, without appropriate referencing, or allow their own work to be plagiarised will receive no marks for the assessment. The item will be deemed 'not submitted' and categorised as 'late', and the student/s warned about possible failure and given up to three days to re-submit. Any further similar infringements will result in automatic failure in the module. Computer failure is not a valid reason for any special consideration.

With due consideration to the situations outlined within this section, all assessment items must be finalised within two weeks of the original due date. Inability to satisfy the assessment requirements will result in the student being ineligible for any other further activities in that module. (No assessments will be processed in set holiday periods for teachers.)

In very rare and highly exceptional circumstances, the Principal may grant longer extensions. In these instances, discussions with the teacher, student and the Principal and any others involved would generally be needed.

Special consideration will not be granted to students who have not followed the examination timetables, or complied with instructions provided above and/or by their teacher.

UNSATISFACTORY ASSESSMENTS

If an assessment fails to satisfy one or more criteria, the student will be given, at the discretion of the teacher, up to three calendar days to re-submit/re-sit the assessment item. At best, the amended item will be awarded a 'Pass'.

EXTENSIONS / DEFERRALS – BEFORE DUE DATE

If requested, teachers may grant up to a three-calendar-day extension/deferral beyond the original due date if the student can provide acceptable reasons for doing so. The teacher will record the reason for the extension/deferral. The teacher or Principal may require documentation or validation of the reason from the student. This request may be granted for no more than half of the assessments for that module.

EXTENSIONS / DEFERRALS – AFTER DUE DATE

On the due date, the student will be warned that they are in danger of failing the entire module. The teacher will record the reason for the extension. The teacher or Principal may require documentation or validation of the reason from the student.

An automatic extension/deferral of up to three days, at the discretion of the teacher, will be granted but the highest mark possible for that assessment item will be a 'Pass'. This will mean for some modules, the student will no longer be

able to score an overall mark of 'Honours' for that module.

This automatic extension/deferral may be granted for no more than half of the assessments for that module. If, again, at the end of this time, the assessment is not submitted/completed/delivered, the student will fail the module.

ASSESSMENT STRATEGY

Assessment should provide fair and equitable opportunities for all learners to demonstrate competency at the standard expressed in the learning outcomes and assessment criteria.

An important feature of the Certificate IV in Adult Tertiary Preparation has been the commitment to continuous and cumulative assessment procedures based upon course work and tests throughout the course time rather than in a single final examination.

At the commencement of each unit, learners will receive assessment guidelines, which indicate the assessment criteria and any other requirements that need to be met to complete the unit. Assessment within each unit will include both formative and summative components. Formative assessment will take place on a regular basis to:

- provide the learner with a clear indication of progress within the program;
- isolate any areas of need requiring additional attention; and
- support the learner in terms of summative assessment preparation.

Individual elements of the formative component might include assessment of minor or progressive assessments, informal classroom tests for review of learner progress, learner oral participations in class, and active participation in practical exercises and field excursions.

GRADED ASSESSMENT

The Certificate IV in Adult Tertiary Preparation incorporates performance levels for all of the modules. To complete any of the units successfully, a learner must gain a minimum performance level (Pass) against all of the stated criteria. Criteria to achieve a Credit or Honours performance level are specified within each Unit Descriptor.

STUDENT CODE OF BEHAVIOUR

ATTENDANCE

Regular attendance throughout the program is required. Students should not assume that studying textbooks and course notes alone can completely replace attendance to lessons delivered by a teacher.

Persistent lateness to classes will not be tolerated and students will be requested to attend an interview with the Principal. Continued tardiness or poor attendance will result in exclusion from further participation in the course.

Policies for assessment extensions, resits and deferred examinations, have been developed to train students of the importance of satisfying requirements and meeting deadlines.

BEHAVIOUR

The demonstration of mutual respect is expected. Persistent failure to respect the rights of others will necessitate a conference involving the student, a parent/guardian and the Principal. Exclusion from further participation at the School may result from continued disregard of this issue. Students, parents/guardians are expected to co-operate with the School concerning matters of discipline, attendance and completion of homework. The Code of Behaviour may be altered at any time by the Principal.

The Principal may discipline a student for failure to comply with directions given by a person in authority, or for failure to comply with the School's policies and procedures. These failures may occur on or off the school campus.

Where discipline may involve expulsion of the student, the Principal will not expel the student until the allegations of misconduct have been put to the student, and the student has been allowed an adequate opportunity to respond. The Principal may expel a student from the school. The Principal or person in authority may search bags and property of a student where it is reasonable for them to do so, or as part of a general or random search of the school. The Principal or person in authority may confiscate forbidden or dangerous property.

DRESS CODE

At Hubbard's School the dress code is quite informal; e.g. shorts or jeans are acceptable. However, clothing and accessories must not be offensive or distracting to others.

PHONE USE

In case of emergency, the office phone will be available for use by students. Mobile phones must be on silent during lessons. Advise your teacher at the start of class if you are expecting an important call.

DRUG AND ALCOHOL POLICY

Hubbard's School is committed to providing all staff and students with a school environment free of illegal drugs. All staff and students are required to honour and support this commitment. Anyone suffering the effects of the intake of alcohol or any illegal or non-prescribed substance is not welcome. In the case of prescription drugs please refer to the Enrolment Agreement.

Hubbard's School is a smoke-free zone. Smoking in the building is strictly prohibited for all persons.

MEDICAL FORM

The student Medical Form must be completed accurately as it will be used in the case of an emergency, on field trips and in the administration of prescribed medicine. All information in the form will be held in strict confidence. Hubbard's School does make Paracetamol available to students over 18 years. A log book is used to record Paracetamol distribution to all students.

STAT PREPARATION

Students can gain maximum benefit to improve their tertiary entrance position by sitting STAT (Special Tertiary Admissions Test). It is very powerful and demanding and hence should not be undertaken without preparation. Some STAT Preparation giving exposure to practice questions, test-taking strategies and methods proven to enhance your chances of success is available at the School. QTAC also offers STAT workshops.

EDUCATIONAL EXCURSIONS

SCIENCE LABTRATORY

Chemistry and Physics students may be required to conduct laboratory work off Hubbard's School grounds.

SAFETY MEASURES

HEALTH AND SAFETY

Hubbard's School is committed to promoting and securing the health, safety and welfare of all employees and students. This is achieved by providing and maintaining a safe and healthy working and learning environment. Work Health and Safety is encouraged and promoted and is based on safety standards outlined in the relevant legislation, compliance with advisory standards and School policies. Hubbard's School students and employees are encouraged to carry out their obligation to ensure the health and safety of themselves and others and to support School efforts to implement work health and safety management strategies.

FIRE AND EMERGENCY PLAN

Hubbard's School has procedures to manage all foreseeable emergencies. The procedures include a map indicating evacuation routes are on display throughout the premises.

Practice emergency evacuations are conducted regularly.

All staff are familiar with how to operate fire extinguishers and hose reels and where they are located.

All staff are familiar with the location and use of First Aid Kits and where to access emergency telephone numbers.

It is the policy of Hubbard's School to provide a safe workplace for its employees and students. In the unfortunate event there should be a fire or other emergency requiring evacuation of the premises, please follow the procedures as states in the School's 'Fire and Emergency Plan'.

FIRE AND EMERGENCY PROCEDURE

In the event of a fire the procedure below should be followed:

- alert the Principal and other staff within the vicinity;
- assist and remove any person/s in immediate danger (only if it is safe to do so);
- confine the fire, if possible, to prevent any further injury or damage (Employees trained in the use of fire extinguishers can use these to confine the fire if it is safe to do so). If any risks are associated with this, evacuate the area immediately, closing all doors behind you;
- call the fire brigade on 000;
- the Office Manager, or another elected person should ring the emergency bell to inform others that there is a fire;
- everyone on Hubbard's School grounds should evacuate immediately and proceed to the fire assembly area, which is the grassy patch located outside 19 Lang Parade (the building next door on the right when exiting Hubbard's School);
- those in charge should check that all areas within the School have been cleared if it is safe to do so;
- everyone at the fire assembly area should be accounted for and stay there until the situation is under control;
- emergency services should be provided with the details of what has occurred and of any persons unaccounted for, when they arrive at Hubbard's School; and
- everyone must remain evacuated until the Principal or person in charge gives permission to safely re-enter the building.

In the event of an emergency other than a fire the procedure below should be followed:

- alert the Principal and other staff within the vicinity of the emergency;
- assist and remove any person/s in immediate danger (if it is safe to do so);
- call the emergency services on 000;
- in a situation such as an explosion, gas leak, or power outage, where the School must be evacuated quickly, the Principal/Office Manager, or another elected person should ring the emergency bell to inform others to evacuate the premises;
- everyone on Hubbard's School grounds should evacuate immediately and proceed to the emergency assembly area, which is the grassy patch located outside 19 Lang Parade (the building next door on the right when exiting Hubbard's School);
- everyone at the emergency assembly area should be accounted for and stay there until the situation is under control;
- in a situation such as a security breach, or an intruder entering the School, all doors should be closed immediately and locked from the inside if possible and safe to do so;
- in the event that there is extreme weather, such as a cyclone or hail, all individuals should stay inside, and away from all windows or glass that could potentially be broken; and
- emergency services should be provided with the details of what has occurred and of any persons unaccounted for, when they arrive at Hubbard's School.