Introducing our new Director of Boarding

Bernadette Hyde-Mewburn who will be taking over the Director of Boarding reins in 2016. Bernadette has given us a little insight into her background. We hope you will welcome her into our family with the usual Girls Grammar warmth.

Born and raised on the Northern Rivers of New South Wales, I was educated at Mt St Patrick College Murwillumbah and completed my senior schooling as a Boarder at St Mary's College Lismore.

I have worked and studied across Australia including, Sydney, Melbourne, Adelaide and Brisbane. I have also had the opportunity to work with Indigenous Communities in the remote areas of South Australia. Most of my career has been as a Public Servant working in the Department of Communities, Department of Family & Community Services, and Department of Corrections. I have also worked in the Not for Profit Sector in Queensland, including General Manager Rosies Youth Mission and School Ministries Coordinator with the St Vincent De Paul Society.

After marrying my husband Mark in 2000 we made a decision to "give something back and make a difference" and decided working in Boarding Schools was going to be part of our future together.

In 2006 Mark and I were appointed Head of Residence Years 7 & 8 at Marist College Ashgrove where we were privileged to care for boys of Western Queensland and the Pacific and to be part of the Marist College Community.

In 2010 Mark and I moved to North Queensland, where I was appointed Assistant to the Principal - Residential at St Patrick's College Townsville, where I completed a five year term. Mark was appointed School Counsellor, Ignatius Park College.

As we have no children of our own it has been a great privilege to care for someone else's children but at the same time understanding the extraordinary responsibility that comes with that privilege.

I am very excited to be appointed Director of Boarding 2016 at Rockhampton Girls Grammar School. The vision of the School "Women Can Achieve Anything" is a great foundation to work from. In my recent tour of RGGS, I was most impressed with the facilities but I also experienced a culture amongst students where they were very proud of their school and embraced every opportunity for success.

I look forward to meeting the students and families of the Boarding Community of Rockhampton Girls Grammar School and welcoming you in 2016.
WELCOME TO BOARDING AT GIRLS GRAMMAR

Rockhampton Girls Grammar School and its boarding facilities have been established since 1892. Boarding at Rockhampton Girls Grammar School offers a combination of care and support and provides an enriching environment. Boarding life at Girls Grammar is not just about the relationship between staff and students. Parents are encouraged to play a role as well in the development of their children. It is important that they work in partnership with the Director of Boarding and the team of boarding staff to ensure their daughter/s enjoy a friendly, comfortable and safe environment in which to form positive experiences from their stay at Girls Grammar Boarding.

The aim of this booklet is to give students and parents some guidelines on the everyday running of the Boarding Houses. It outlines the main features in the day-to-day life and routines of a boarding student, as well as providing contact details of key staff and detailing school policy and practice in a number of important areas.

Girls Grammar has four boarding Houses:

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<tr>
<th>Year</th>
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<tr>
<td>6-9</td>
<td>Jackson House</td>
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<td>10</td>
<td>Luck House</td>
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<td>11</td>
<td>Lower Kollar House</td>
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<td>12</td>
<td>Upper Kollar House</td>
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Most of the younger year levels have a shared room until they are in Year 11 and Year 12. Every house has a number of common areas where the girls are able to socialise and interact with one another. These common areas include a kitchen with a full sized fridge, a microwave, a toaster, a kettle and a place for them to iron their clothes. Another common area in the dorm is a comfortable lounge room where the girls are able to relax, play board games or watch TV or DVDs.

Over the past decade, boarding school education has evolved greatly. There is now more of an emphasis on the individual development of the child, in terms of:

- Learning to manage time effectively including their commitments
- Developing responsibility for self and for others in the community
- Taking advantage of academic programs and establishing good working habits in a structured environment
- Experiencing a vast selection of extra-curricular activity which takes place within and outside of the school day
- Developing qualities of leadership and the ability to work as part of the school ethos

When students board at Girls Grammar, they don't just join a school. They become part of an extended family. They will know that they are accepted as individuals and therefore feel a sense of belonging. Their problems will be shared and their triumphs will be celebrated. Living in a community like Girls Grammar will give your daughter a safe environment to develop life skills such as communication, compromise and consideration: lessons which cannot be taught.
BOARDING HOUSES

Boarding Reception Phone 49300 907
Opening Hours Monday to Friday: 11.00-6.00pm.

At all other times please contact your daughter’s Boarding Supervisor or the Director of Boarding.
Location of Boarding Reception: In the Amphitheatre near the library.

Each House has its own full time experienced supervisor/s as well as a network of part time staff who are there to help your daughter/s at all times. There is always at least one member of staff sleeping at night in each boarding house.

The role of the Boarding Supervisor is to ensure that your daughter/s is respected and being respectful at all times. The Boarding Supervisor is also available to help your daughter follow schedules, manage health concerns, develop friendships and become an active member of Boarding. Sometimes staff are needed just to listen, this includes sharing positive news in their lives, as well as being a shoulder to cry on in times of difficulty.

BOARDING CONTACT DETAILS

Boarding staff and parents work collaboratively to achieve a common goal – to nurture, challenge, educate and encourage all girls at Rockhampton Girls Grammar.

Parents are encouraged to meet with boarding staff and other parents at the start of term to foster a positive boarding community environment.

Director of Boarding
Bernadette Hyde-Mewburn 4930 0942 or 0438 301 022 (all hours)
directorboarding@rggs.qld.edu.au

Travel Arrangements and Daily Activities – Boarding Reception
Tamara Allen 4930 0907 or 0439100021
boarding@rggs.qld.edu.au

Dorm Contact Numbers:
General Boarding Reception phone 4930 0907
General Boarding fax 4930 0906
Lower Jackson Dorm 49300927 or 0439300906
Luck Dorm 49300923 or 0439300905
Kollar Dorm 49301724 or 0439300907

Full-Time Boarding House Supervisors
Su Ung suung@rggs.qld.edu.au
Kay Staples kaystaples@rggs.qld.edu.au
Pat Davison patdavison@rggs.qld.edu.au
Shelly Hindmarsh shellyhindmarsh@rggs.qld.edu.au
Chris Oliver chrisoliver@rggs.qld.edu.au
Laura Mehlhose lauramehlhose@rggs.qld.edu.au

ROOM ALLOCATION

Depending on year level, most of the lower year levels will share a room with one other person. At the start of each term or semester (depending on the Year Level Supervisor), boarders are allocated to either a new room or a new roommate. The room allocations are drawn up by the House Supervisor and confirmed by the Director of Boarding.

Various factors are considered when allocating rooms and roommates for students.

Consideration is given to such factors such as:

- friendship
- supportive students with less confident students
- study habits
- sporting commitments
- past behavior
- previous room tidiness
- past room placements

If for some reason students have concerns at any stage regarding their room allocations, students or parents can contact the Year Level Supervisor or the Director of Boarding.

FRIENDSHIPS AND LIVING TOGETHER

Here are a few tips that boarders can follow in terms of how to live together harmoniously which in turn will help with friendship.

- Try not to judge people by first appearances; take the time and effort to find out what they are really like.
- Be supportive in a friendship.
- Always include other people.
- Be helpful and kind.
- Try to have a circle of friends – rather than just one best friend
- Make the right choice – not the choice of others
- Be assertive only when you need to be.

HOMESICKNESS

Most students feel homesick at some time. It often happens when they are tired, stressed out or having friendship issues. It can also be a challenge if there are family problems, academic issues, or missing out on a hometown or family event. Boarding can be daunting as the people, responsibilities, program and surroundings will be unfamiliar when students first arrive.

Strategies to help with Homesickness

- Busy yourself with a daily routine.
- Help someone less organised than you.
- Join in school activities at lunchtime and after school.
- Contact your parents and friends by email and share what you have been doing and enjoying.
- Find a member of staff or friends to talk to, especially in the evening.
- Remember: A problem shared is a problem halved
- The sooner you tell someone the sooner you will be helped.

TIPS FROM EXPERIENCED BOARDERS

- When packing for boarding school make sure to include things that will make you feel at home i.e. favourite music, stuffed animals and photos.
- When you arrive at school for the first time, focus on the positives such as the long weekend because this will take your mind off of homesickness. Also don’t phone home at night. Try phoning home in the morning or after school when you are less tired and more positive about everything.
• If you get homesick don’t be afraid to talk to someone about it because it will definitely help
• Join in lots of activities.
• When making friends just be yourself and you will find friends easily.
• Try to be friends with everyone.
• Don’t dwell on the small stuff and let the minor things affect you but do focus on the bigger picture and move forward.

TIMING OF THE DAY

Morning Duties

Most dorms have rostered jobs that the girls must complete before leaving dorms for school or an outing. These jobs include such things as cleaning or tidying of the dorm kitchen, lounge room and emptying of the bins.

Cleaners clean the common area of the main Boarding Houses on weekdays; however, boarders are expected to tidy their own rooms each day before school. They must also make sure to switch off electrical units in their room i.e. fans, lights and stereos.

Boarders should:
• Make their own bed each day
• Put clothes in the wardrobe
• Hang towels to dry
• Take and pick up their laundry
• Have a tidy study space
• Clear the room floor of any objects and rubbish.
• Vacuum if necessary
• Change linen once a week or fortnight and take the dirty linen to the laundry for washing

WEEKDAY ROUTINE

Morning
6:45-7.00am Dorm supervisor wakes all girls
6.45-7.45am Breakfast in dining hall – students must attend in uniform and be neatly groomed as well as drop off and collect laundry
7.45am Cupboard and room inspections commence
8.15am All girls must leave for school wearing their school uniform correctly.

Before leaving for school, rooms must be tidied with beds made, common areas in each dorm clean and tidy and each girl must complete her duty roster in her dorm.
Afternoon
3.00-3.15pm   Afternoon tea is provided in Terrace area. Dorms open for boarders’ return from school. Students change into casual clothes.
3.15-4.45pm   Students sign out at each dorm for organised activities such as sports or co-curricular activities. Depending on the year level of the student, students from Year 9 to 12 are allowed to go with a friend/s for a walk down to Allenstown Shopping Centre or to the gardens for up to 45 minutes or 1 hour depending on their year level privileges.
4.45pm        First Prep commences in the Library for Years 6 – 9. This prep allows the girls to work in a small group or have a quiet discussion about school work.
5:00-6:00pm   Prep for Years 10 (study in class), 11 & 12 (own rooms)
5.45-6.15     Dinner for Years 6-10
6.00-6.30pm   Dinner for Years 11 and 12

Girls should shower after dinner before second prep commences, unless they have late sporting commitments.

Second Prep for most year levels is a silent prep where students are encouraged to work independently unless wanting to have some help with work.

Evening
7:00-8:00pm   Second Prep commences (supper available) for Years 6-8
7.30-8.30pm   Second Prep commences (supper available) for Years 9 – 10 in class
7:30-8:30pm   Second Prep commences (supper available) for Years 11-12 own rooms
8.00pm        Years 6/7/8 return to dorm to have supper, clean teeth, toilet etc
8.30pm        Years 9 &10 return to dorm to have supper, clean teeth, toilet etc
8:30pm        Lights out for Years 6-8 and the girls must also hand their mobile phones in to Dorm Supervisor to be placed in a staff office in the dorm
9.00pm        Lights out for Year 9 and the girls must also hand their mobile phones in to their Dorm Supervisor
9.30pm        Lights out for Year 10 and the girls must also hand their mobile phones in to their Dorm Supervisor
10:00pm       Lights out for Years 11-12
10.00pm       All quiet

Saturday
8.00-8.45am   Breakfast
              Beds must be made and rooms tidy as well as finish your rostered duty before you may leave the dorm for shopping or any other weekend activity.
10.30am       Morning Tea
12.30pm       Lunch
3.00pm        Afternoon Tea in the dorm
5.30pm        Dinner
              Supper available later
9.45pm        Bed time for Years 6 – 9
For Years 10 – 12 Lights out may be later than on weekdays at the discretion of the Dorm Supervisor.

Sunday

9.00 – 10.00am Brunch (snacks, sandwiches or wraps available throughout the day – provided to dorms)
1:00 – 4.00pm Beach trip (weather permitting)
2.00pm McDonald’s by bus
5.00-5.30pm Clean up – Dorms and grounds, prepare uniforms and shoes for Monday
6.00pm Dinner
7.00-8.00pm Prep for years 6-8 (in class)
7.30-8.30pm Prep for years 9-10 (in class)
7.30-8.30pm 11 & 12 Prep in own rooms

Sunday night routine after 6.00pm will be the same as weekday night routine due to a school day the next morning.

BOARDING BIG SISTER PROGRAM

The Big Sister Program is a supportive system in place for all new boarders of Girls Grammar. Each new boarder is allocated a senior boarding girl to help her through the first weeks of boarding life. They are expected to be there for the new boarding girls at all times and will make initial contact over the summer/ New Year holiday period.

CATERING

Meal times

Active children and young people require plenty of wholesome food and regular meals. At Girls Grammar, we offer a variety of food, placing an importance of eating together as a community. Catering is provided by the in-house team led by our chef Mark Thompson. The Catering Manager will look after your daughter/s at meal times. The chef will cater for a variety of diets, including food allergies and vegetarians. Please inform the catering staff if your daughter/s has special needs. The girls will have a wide choice of hot and cold food with plenty of fresh fruit, vegetables and salad at meal times.

Boarding staff will also bring a late tea to each Boarding House for sick students or students who miss out on tea due to sporting commitment or school related activities. The kitchen has supplies of milk and fresh fruit.

- All meals are to be attended.
- Food is only served in the Dining Room and Terrace area.
- No food should be taken from the Dining Room to any other part of the School without authorisation.
- Crockery or cutlery is to stay in the Dining Room.
- Any medical or dietary requirements will be accommodated. Early or late teas may be arranged by the Dormitory Supervisor. Each dorm must clean the dining hall on their rostered day.

CHURCH SERVICES

Parents/caregivers who would like their daughters to attend services are asked to nominate the denomination and frequency of Church attendance by completing a Church Attendance Form. Transport is provided for Church attendance.
COMMON ROOMS AND DUTIES/ROSTER

The common room and kitchen area in each dormitory is available for use by boarders during their free time.

Girls must carry out certain duties in each boarding house but none of these duties are very difficult. Since most dorms have a roster system, the girls will take turns doing simple chores.

- Food may be stored in the common rooms in airtight containers. It can be consumed in the Common Room but not in bedrooms.
- The kitchen area is to be left clean and tidy.

CLOTHING REQUIREMENTS

Boarders Uniform

School uniform must be worn during school hours. After School, boarders may change into casual clothes. The School uniform must not be worn with other items of clothing (i.e. casual footwear with School dress). However, the HPE shirt may be worn with jeans as casual wear. The Boarders’ T-shirts may be purchased from the P&F Uniform Shop and can be worn as casual wear. This is a compulsory item for boarders in Years 6-10 on weekend excursions.

All clothing items are to be clearly and permanently labelled.

General

Casual clothes are required for out-of-school wear (a reasonable number only please). Casual clothes need not be fashion statement garments. Simple shorts and t-shirts are appropriate. All clothing must be marked with name tags or clearly with laundry marker.

All students must be adequately attired whenever they are outside of their bedroom or bathroom.

The wearing of PJs, boxer shorts or other night attire as an outer garment is not allowed in the Dining Room.

Foot Wear

Students may choose not to wear footwear when moving around their Boarding House. Covered footwear must be worn in the Dining Room and in any other part of the school. The compulsory school shoes are the Ingrid style T-Bar shoes that are available for purchase from CQ Podiatry or The Athlete's Foot.
Underwear
- 9 Briefs
- 5 Bras

Nightwear
- 2 pyjamas/nightdresses

Shoes
- 1 Dress pair
- 1 Casual pair
- 1 Slip-ons
- 1 Shower thongs

Linen (minimum)
- 2 Sets of sheets
- 2 Pillowcases
- 2 Bath towels
- 1 Beach towel
- 1 Blanket/doona (preferably not feathers)

Linen packs may be purchased through Glenda Lisle. For a small cost all linen will also be labelled with your daughter’s name and laundry number and delivered to the School at the start of 2016.

Sundries
- Ribbons for long hair
- Hairbrush
- Raincoat/umbrella optional
- 2 mesh laundry bags for small articles (available from P&F shop)
- Bag/basket for washing
- Basic sewing kit
- Shoe polish
- Portable shower rack/bag
- Toiletries
- Permanent clothes marker and name tags
- Chain and locks for cupboard – Luck and Jackson Houses only
- A 4-6 plug power board with long cord
- Front loader washing powder
- Bedside table lamp

Other requirements
- 1 packet of Velcro sticky dots (Luck and Kollar) and blu tak to put up posters / pictures in the bedrooms.
- School stationery and supplies should be purchased before school starts. Booklists are available on our school website

BOARDERS’ COMMITTEE

Regular Boarders Committee Meetings are scheduled each term. The Director of Boarding and a representative from each Year Group attends this meeting which is chaired by the Boarding Prefect. This forum gives the girls the opportunity to discuss any issues regarding boarding. Minutes are kept and copies given to the attendees and the Heads of each Dorm as well as the Director of Student Wellbeing.

COMPUTERS

The School provides laptops to all students in Years 4-12. Only School computers may be used. Girls Grammar provides a secure network for Girls Grammar laptops. The ‘Girls Grammar Responsible Use Guidelines must be adhered to at all times. The Internet is shut down at night and on School-provided
computers access is monitored. Computers must be turned off at lights out. Skype and Facebook are good ways to stay in touch with your daughter at times when the use of social media is permitted (3.00-5.00 in the afternoon).

EXERCISE
All girls at the school are encouraged to keep active. Many girls participate in team sports and other outside activities. A range of co-curricular activities are available for boarders, including fitness swimming, running, gym and boot camp.

Girls are permitted to go for morning and afternoon walks under the following conditions and at the discretion of the supervisor:

- **Years 10-12** Minimum of two girls for up to 60 minutes
- **Years 6-9** In groups with a parent permission

All girls **must** sign out in the Dorm and follow an agreed walking circuit.

HEALTH CENTRE
Open: 8.00am-4.00pm School days.
Parents should contact the Health Centre with any questions or concerns.
Phone/fax: 49 300 929
e-mail: HealthCentre@rggs.qld.edu.au

Appointments
All health-related appointments are coordinated from the Health Centre. The School Health Care Coordinator and Boarding staff liaise to arrange the most appropriate transport and escort arrangements for the students.

Students in Years 6-8 are accompanied by an adult. Older students may choose to have more privacy during their appointments.

MEDICAL INFORMATION

Medical Forms
A Medical Details Form is sent home prior to each school year. Please review/complete it and return it to the school to confirm that we have accurate details on file.

We require full Medicare Card details to facilitate medical, dental, hospital and pharmaceutical services for your daughter. We recommend that girls have either their own card or a copy of the family card.
General medication information

Some common over-the-counter medication is available from the Health Centre during regular open hours for students whose parents have signed Medication Authorisation in the Medical Details Form for these specific medications.

Medication supplied by parents for out-of-hours, as required use e.g. panadol, nurofen, antihistamine, cold and flu preparations must be presented to the boarding staff or teacher in off campus situations to be stored securely.

Paracetamol is available from the boarding staff for boarding students whose parents have completed the Medication Authorisation in the Medical Details Form.

All medication in the boarding houses and at off campus activities (with the exception of those approved for self-administration) are to be retained by boarding staff or escorting teacher for secure storage.

All other medication brought into the school should be taken to the Health Centre for safe storage. All students are able to store medication in the Health Centre.

All medication must be supplied in the original package and must be clearly labelled with:

- Name of student
- Name of medication
- Strength of medication
- Dose required
- When it is to be given
- Expiry date

Medication will only be administered according to the label on the medication. Changes to the original dosage of medication require notification to the Health Centre in the form of a letter from the prescribing doctor. We recommend that parents of boarders maintain an account at The AFS Pharmacy on the corner of Bolsover and Cambridge Streets to facilitate medication requirements.

The Medication Management Policy is available upon request.

Self-administration of Medication

- Students may not hold medication for the purpose of self-administration without the prior acceptance of a parent/guardian’s completed Request to Self-administer Medication in the Medical Details Form.
- Medication which will be considered for self-administration are emergency medication, chronic condition medication, and contraceptives.
- Students may be approved to be responsible for self-administration of medication under the following conditions:
  - Consultation has occurred between the Health Centre, parent and student regarding arrangements for the self-administration and self-management of health conditions and the risks associated with self-administering medication in a school setting.
  - The parent, prescribing health practitioner and school has determined that the student is responsible enough to undertake self-administration of medication at school.
  - The parent has provided the school with any written advice regarding self-administration provided by the prescribing health practitioner.
  - Agreement has been reached amongst the student, parent and relevant school staff as to where medication is stored and where and how it is administered.
  - Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of sharps equipment.

LAUNDRY SERVICES

The School has an on-site laundry service. Each dorm is allocated a day when the laundry staff will wash sheets and towels for students in each dorm. These will be ready for collection at the end of the school day. The school laundry is open only at allocated times and each student has her own laundry number and a clothing box in the laundry where clean clothes are to be collected.
Every item of clothing must be named and sewn-on tags are preferable to laundry marker pens which tend to fade.

- Students in Years 6-9 are required to make use of the School laundry service for all their washing needs.
- Students in Years 10-12 may use the domestic laundries in Luck and Kollar House if they wish. These are out of bounds to younger students.
- For students in higher grades, all clothes placed in the washing machine must be machine washable and to be tumble dried. The school cannot be held responsible if delicate items are damaged through machine washing and drying.

LEAVE PROCEDURES FOR BOARDERS

- Verbal, telephone, email or faxed permission from the parent/caregiver and host must be received by the boarding school prior to the leave. Times of departure for leave: after 3.00 pm Friday, returning no later than 9.00 pm Sunday or 8.00 am Monday. These times ensure that no lessons are missed.
- The School must be notified of any unexpected change in travel plans so that we can fulfil our Duty of Care and ensure your daughter’s safety.
- It is the parents’ obligation to notify the School if their daughter is unable to return at the time nominated when leave is granted. Parents/Guardians are asked to notify the school early to save unnecessary anxiety regarding their daughter’s safety.
- Faxes (4930 0906) and email Boarding@rggs.qld.edu.au are acceptable.
- Parents may give general permission, in writing on the Visitors’ Form, at the beginning of each year, for approved people to host their daughter on leave. We expect to hear from parents with permission regarding their knowledge of invitations for their daughters.
- A parent, or an approved adult parent figure designated in writing by the parents, must sign the student out and return her at the designated time. This person should be over 18 years of age.
- Such leave is granted on the understanding that the adult signing the boarder out will accept responsibility for the student (with the knowledge of the parent) while she is out of the School grounds.
- Full weekend leave is not granted when commitments to co-curricular activities must be honoured e.g. sporting fixtures.
- Weekend leave does not release a student from her obligation to complete her homework. Leave will be restricted if a boarder’s work is not up-to-date or if her attitude or performance is being adversely affected by the taking of weekend leave.

LEAVE FROM SCHOOL

Where legitimate reasons exist, authorisation for special leave from school may be given. All requests for such leave must be submitted to the Director of Learning – Dr John Fry. The Boarding House cannot
issue special leave approval (the Boarding Desk, however, can pass on the written, faxed or emailed requests for leave to the Director of Learning).

**LIBRARY**

The Learning Resources Centre is situated in Lower Jackson House.

Hours: Monday to Friday 8.00am to 6.00pm.

Internet, Intranet, photocopying and printing facilities are available for your use.

**COMMUNICATION BETWEEN STUDENTS & GUARDIANS**

At Girls Grammar, we encourage the girls to keep in touch with their families. Each girl has an e-mail address provided by the school. E-mails can be one way of communication between the girls and their parents/caregivers; the other way is a telephone. Each dorm has its own dorm phone in the hall for the parents to call on, however, the girls are unable to ring out to parents/caregivers in the lower year levels dorms. Each supervisor also carries a dorm mobile at all times while on duty to enable parents to contact at any time with any queries or concern.

**MOBILE PHONES**

Many students use hand held devices to stay in contact with their families. Parents supplying mobile phones need to be aware that these are very powerful devices. Mobile phone usage is a concern and we request parental support in monitoring appropriate, positive use by students.

Mobile phones are allowed in the Boarding House **subject to certain conditions**:

- Students (day and boarding) are not to use mobile phones during lesson times
- No mobile phones are permitted during prep time
- Mobile phones should be labelled or engraved with owner’s name
- Mobile phone numbers must be registered at the duty desk
- Students in Years 6-10 are required to hand in their mobile phones overnight. The Dorm Supervisor will securely store these for students.
- Students may use their own mobile phones but not in prep times or after lights out. Any phones in use during these times will be confiscated. Parents are requested not to call at these times. Urgent contact is to be made via the Boarding Supervisor.
- While staff understand that mobile phones are a means of communication, staff will not be responsible for their security in the Boarding House. Girls will have to take full responsibility for their phones.
- Boarding staff have the right to confiscate mobile phones if they are used during prep times or after lights out.
- Mobile phones that are used inappropriately will be confiscated and returned after a clear and honest commitment to abide by the school rules.

**SENIOR RESPONSIBILITIES**

All Senior Boarders are expected to make a contribution to the leadership of the Boarding House. **This expectation requires each Senior to:**

- be a good ambassador for both the school and boarding and represent the ethos of the school in the general and the boarding community
- be committed to achieving her personal best in the day school and boarding
- show leadership, tolerance and friendship to all girls
- encourage all girls to wear the uniform well
- escort younger girls when needed
- assist at lunch time
- organise boarding activities (e.g. senior Talent Quest, recreational activities)
- encourage a positive and friendly school climate
- lead the school as House Prefects, Student Council representatives and committee members
- act as ‘big sisters’ to new students
- show initiative
• report to staff any incidents or concerns about students

Senior students are permitted some additional entitlements subject to the fulfillment of their expected roles.

SHOPPING

Saturday

Leave is granted for students to shop each Saturday at Stockland Shopping Centre, subject to the following conditions:

• A bus leaves the school at 9.00am and returns at 12.00
• Seniors may extend their leave of absence with the approval of the Boarding Supervisor
• Year 11 and 12 girls (only) may wear casual clothes. Other levels wear the Girls Grammar Boarders’ shirt or HPE shirt.
• Appropriate behaviour at all times

Supervisors are in attendance and girls are expected to remain within the shopping area at all times.

Weekdays

Senior girls are permitted extra shopping excursions during the week. Girls must notify the Kollar House Supervisor to seek permission.

Students in Years 9-12 may walk to Allenstown Shopping Centre with permission from their Boarding Supervisor.

Note: All other year levels are only permitted to go shopping during the week with permission from the Director of Boarding. We request parental support in limiting the number of shopping outings students request each week.

SIGN OUT SYSTEM

It is important in the Boarding House that the whereabouts of each girl is known at all times, to ensure her safety. Therefore, each Dorm has a sign-out book. The following instructions apply to all girls:

• The ‘Sign Out Book’ must be filled in whenever a girl is leaving the Boarding house to visit another dorm or any facility on premises.
• Upon returning each girl must sign herself in to her own house.

STUDY (PREP)

Prep provides students with an excellent opportunity to revise and reflect on the day’s class work. It is a time for completing homework, organising study time and working on and completing assignments. Here at Girls Grammar we have a strong focus on ensuring that academic activity is at the heart of the working week.

Prep sessions are compulsory and the girls should arrive on time with all the appropriate equipment and books to complete set homework and coursework.

The amount of work will vary slightly from day to day, and this will invariably increase as the students progress through the school.
Note - if you have no prep to complete, you should use this time for quiet study.

Organisation

- Prep runs in two sessions:
  - Year 6-8 between 4.45pm - 5.45pm and 7.00pm - 8.00 pm
  - Year 9 between 4.45pm - 5.45pm and 7.30pm - 8.30pm
  - Year 10-12 between 5.00pm - 6.00pm and 7.30pm - 8.30pm
- Prep for Years 6-10 takes place in assigned classrooms, supervised by Boarding Staff. Years 11-12 may study in the students’ own room, or in a designated area.
- Rolls are taken at the beginning of prep. Any student arriving late must report to her supervisor.
- Prep is for individual study, therefore silence is required.
- No food or drinks (except water in spill proof drinking bottles) are permitted in the prep rooms.
- Use of computers for social networking is not permitted during prep.
- If girls have no homework/assignments/study they must bring a book to read/study.
- Students must be respectful of the environment and be supportive of their peers’ right to learn

BEHAVIOR AND DISCIPLINE

At Girls Grammar Boarding, rules and guidelines are kept to a minimum within the Boarding Houses, but usual school rules do apply at all times. It is very important when living with others that you have respect for other students, their belongings and when necessary, their privacy. It is also imperative that you have respect for and treat the dorm, its furniture and grounds with all due care and attention. If anything is damaged or broken then students should report it to a member of staff immediately.

A number of duties are allocated to students on a daily basis in order to ensure the smooth running of the house and students are expected to carry these out sensibly. If students misbehave or conduct themselves in a disrespectful way consequences may be put into effect which may include the temporary withdrawal of privileges within the house. More serious breaches of behaviour may involve the Director of Boarding. In the event of a serious breach of discipline or anti-social behaviour parents will also be contacted.

TRANSPORT

Depending upon their age, boarders are allowed to go out in the evening (preferably before prep time) and on the weekend provided the School has received permission from parents/guardians. Girls must notify the Boarding Supervisor at least 24 hours before any leave will be granted. This includes
appointments/shopping/visiting with friends. If parental permission is needed this should be provided at least 24 hours before if possible by calling the dorm or sending an email to boarding@rggs.qld.edu.au. This prior planning assists staff with their preparations. Girls are expected to arrange their transport and keep staff informed.

Transport provided by Girls Grammar, taxis or Rothery’s Coaches to the beach, shopping, medical appointments, sports, outings and leisure activities will incur a cost for each trip. The cost varies upon travel distance. The cost of all transport will be added to your daughter’s account at the end of each term. If your daughter needs out of hours transport there is a $50.00 charge for transport between the hours of 11:00pm-6:00am.

It is of high importance that we need to know where students are at all times. Therefore a student must always inform staff before leaving the Boarding House for any reason. Students who have a mobile phone must carry it with them so that they can be contacted in case of emergency.

TRAVEL DETAILS

Rail
- Free rail travel is available to eligible students (details available on request).
- Please contact Boarding Reception if you wish to discuss options for rail travel for Boarders’ Long Weekends or end of term travel.

Bus
- All travel for buses must be arranged by parents (except St Brendan’s buses)
- Once a booking has been made, parents are required to fax or email the travel arrangements to the school. This allows us to make arrangements to transport the girls to the bus depot.
- Greyhound operate out of their terminal on the south side of Rockhampton. Biloela Coaches and Emerald Coaches now offer a service to the school. Girls are picked up and dropped off at the school.

Airport
- All travel on planes must be arranged by parents. Once the booking has been made the parents are required to fax or email the travel arrangements to Boarding Reception.

St Brendan’s Buses
- St Brendan’s College organises a bus service which is available to all of the boarding schools at the end of each term and for some long weekends
- All bookings must be made through the Boarding Office at Girls Grammar. St Brendan’s will not accept any booking directly from parents.
- All the bus services are listed on this form and we make all of the arrangements from the returned information.
- It is important that the travel forms are returned by the date stated to ensure all girls are able to obtain seats on these buses.

END OF TERM TRAVEL

Early notification is required for end of term travel. Boarding reception will email all families two weeks before the end of each term requesting travel information. This is essential so that catering staff can be notified and transport can be arranged for those girls not travelling with parents or family.

VISITORS

Official host/Visitors’ Form

Host/Visitors’ Form are to be completed by parents/caregivers for their daughters. This card includes the names, addresses, telephone numbers and relationship of people who may visit the student at School. No names should be included of people unknown to the family.

If, as the year progresses, additional names are to be recorded on Host/Visitors’ Form, the school should be notified in writing and a supervisor will add the name and sign the form on parents’ behalf. Parents will need to contact the School to have names removed from the official visitors’ register.
Parents are welcome at any time and should feel free to make requests to House Supervisors or Director of Boarding to take their children out at any time.

All visitors other than parents are restricted to the common areas of the Boarding House i.e. Boarding Reception area and Courtyard.

Visitors are always welcome at the school, but need to follow these strict guidelines:

- 3.00pm to 4.30pm on weekdays
- 10.00am to 4.30pm on Saturdays and Sundays
- Visitors must sign the Visitors’ Book
- Visitors must remain in the designated visitors’ area in the courtyard outside Jackson and Kollar Houses
- Girls may not leave the School grounds with visitors.

**MONEY, VALUABLES AND POSSESSIONS**

All boarders must respect the property of others. Do not borrow other people’s things without specific consent - borrowing without permission is viewed as theft. The school cannot accept responsibility for items lent to people which then go missing. Please ensure you keep your valuables safe. Overseas boarders should hand in their travel tickets and passports to Boarding Supervisors for safe keeping. It is a wise idea to keep a record of the serial number of any items of particular value (e.g. iPods, MP3 players, hair straightener etc.). In addition, valuables should be fully insured before being brought to school. Clothing and valuables should be clearly marked with the owner’s name.

We strongly advise all boarders to open their own bank account with a local bank (Commonwealth, Westpac, National Australia Bank etc).