



Rockhampton Girls Grammar School

Est 1892

2024

Parents and Student Handbook





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GIRLS GRAMMAR SCHOOL MOTTO

'Non Scholae, sed vitae'

Not only for School, but for life we are learning.

GIRLS GRAMMAR SCHOOL SONG

What are we working for, here at our lessons?
Why join together in book lore and play?
Forty years on will be answered these questions,
If our School Motto speaks truly today.
Not only for school, but for life we are learning --
Life with its duties, its pleasures, its cares.
Hearts bright with hope, with ambition high burning,
Hearts of true women our school time prepares.

Chorus

*Do your best! Do your best! Do your best!
Give again our dear School's ringing cry,
Sounding north and south and west -
Non Scholae, sed vitae.*

Forty years on when afar and asunder
Parted are those who are singing today
When we look back and forgetfully wonder
What we were like in our work and our play.
Then it may be there will often come o'er us
Whispers of notes like the catch of a song.
Visions of girlhood will float then before us,
Echoes of dreamland will bear them along.

Chorus

GIRLS GRAMMAR WAR CRY

Yah! Yah! Ego yah,
Boomalaka, Boomalaka,
Terri erri ah.
Hey poly wonga!
Hey poly wonga!
Housta housta hold.
Grammar Girls,
Grammar Girls
White and Gold
G-R-A-M-M-A-R
G R A M M A R!



OUR SCHOOL

Set atop Athelstane Range overlooking Rockhampton, Rockhampton Girls Grammar is an independent non-denominational school, one of the original eight Grammar schools of Queensland. The school offers day and boarding facilities for the continuous education of girls from Prep to Year 12, with boarding from Year 6. Our students come from diverse backgrounds across the state, interstate and internationally. Girls Grammar has a reputation for creating clever, confident, and connected girls.

Besides offering excellent educational opportunities for primary and secondary school students in Central Queensland, continuing students also have access to other providers including Central Queensland University which has established a first-class reputation for its educational offerings and its graduate outcomes.

The School provides a smooth transition across four levels: Early Learning (Prep - Year 2), Primary School (Years 3- 6), Middle School (Years 7-9) and Senior School (Years 10-12).

Boarding students are accommodated in two separate boarding houses, each of which is divided into two floors. Kollar House provides single rooms for students from Years 10 to 12. Girls in Years 6 to 9 live in spacious double rooms in Jackson House.



OUR HISTORY

In 1883 a movement began to establish a girls' grammar school in Rockhampton and, following a decision by the Trustees of the Rockhampton Grammar School to close their female department, the Rockhampton Girls Grammar School began to take enrolments.

The prime site on the Athelstane Range was selected as being appropriate and, in 1891, construction commenced on the School building, designed by Mr E M Hockings, to accommodate 50 day and 20 boarding students.

Girls Grammar opened its doors to the first four boarders and 33 day students on 11 March, 1892. With Miss Helen E. Downs as foundation Headmistress, the School was officially opened on 19 April 1892.

The building was enlarged three times - in 1897, 1899 and again in 1901 - to meet growing demands as students were enrolled from kindergarten to matriculation.

On the departure of Miss Downs, the School presented her with a gold replica of the School badge. On her death she bequeathed it to the School to be worn by the Head Prefect who was to be known as the Helen E. Downs Prefect. Prue McKeague was a senior Boarder who died during the Christmas holidays in 1985. At the suggestion of her classmates and the Old Girls Association, a platinum replica of the Helen E Downs badge was commissioned which is worn by the Prue McKeague Prefect.



2024 TERM DATES

Refer to Website, Parent Lounge or Student Cafe Calendar for any updates

Term 1 (10 weeks)		
Thursday	4 January – 25 January	Uniform Shops opens (extended hours 8am-4.30pm)
Monday	8 January	Reception opens
Tuesday -Wednesday	16 January – 17 January	Reception and Uniform Shop Closed for Mandatory Training
Tuesday – Monday	16 January – 22 January	Staff Planning and Professional Development
Sunday	21 January	New Boarders and Siblings Return
Monday	22 January	Boarders Return Day Boarder Parent Meeting and Information Session for New Families Girls Grammar Family BBQ
Tuesday	23 January	Term 1 classes commence at 8.20am
Friday	26 January	Australia Day - Public Holiday
Wednesday	7 February	Investiture Day
Friday	23 February	Boarders Long Weekend Student Free Day Staff Planning and Professional Development
Tuesday	27 February	School Photo Day
Fri	1 March	Swimming Carnival (10yrs – Open)
Wednesday	27 March	Primary & Secondary Learning Conversations
Thursday	28 March	Primary Easter Bonnet Parade Cross Country Term 1 concludes at 12.40pm Primary & Secondary Learning Conversations
Friday	29 March	Good Friday – Public Holiday (School Holidays)
Monday	1 April	Easter Monday – Public Holiday (School Holidays)
Term 2 (10 Weeks)		
Monday	15 April	Boarders Return Day Student Free Day Staff Planning and Professional Development
Tuesday	16 April	Term 2 classes commence at 8.20am
Wednesday	17 April	Foundation Day Assembly
Wednesday	24 April	ANZAC Day Assembly
Thursday	25 April	ANZAC DAY – Public Holiday ANZAC Day – Dawn Service & Street March
Sunday – Saturday	5 May – 11 May	Beef Week
Monday	6 May	Labour Day - Public Holiday
Friday	10 May	Mother's Day – Twilight Soiree
Sunday-Saturday	12 May- 18 May	National Boarding Week
Friday	17 May	Primary Social
Sunday	19 May	Rocky River Run



Sat	25 May	Year 12 Formal
Mon	10 June	Years 4 – 12 Athletics Carnival
Thurs	13 June	Rockhampton Show Holiday
Mon	17 June	P- Year 3 Athletics Carnival
Fri	21 June	Term 2 concludes at 3.00pm
Thursday – Saturday	20 June – 22 June	Ag Grow Field Days – Emerald
Sunday – Friday	23 June – 28 June	QISSN – Townsville
Term 3 (9 weeks)		
Thursday – Thursday	4 July – 11 July	NAIDOC Week
Saturday	13 July	Girls Grammar Long Lunch
Sun	14 July	Boarder Return Day Boarder Parent Meeting
Mon	15 July	Term 3 classes commence at 8.20am
Mon	22 July	Years 8, 9, 10 Subject Selection Evening
Mon	29 July	Year 11 Subject Selection Evening
Friday – Sunday	2 August – 4 August	Musical
Saturday – Friday	10 August – 16 August	National Science Week
Saturday – Friday	17 August – 23 August	Book Week
Fri	23 August	Whole School Book Week Dress-Up
Thursday	29 August	Father's Day BBQ
Friday	30 August	Boarders Long Weekend Student Free Day Staff Planning and Professional Development
Wednesday – Thursday	4 September – 12 September	Year 12 Mock External Exams
Fri	13 September	Secondary Naarah's Touch Carnival Primary Ball Games Leadership Announcements Term 3 concludes at 12.40pm Primary & Secondary Learning Conversations
Term 4 (9 weeks)		
Mon	30 September	Boarders Return Day Boarder Parent Meeting Student Free Day Staff Planning and Professional Development
Tues	1 October	Term 4 classes commence at 8.20am
Mon	7 October	King's Birthday - Public Holiday
Monday – Friday	14 October – 18 October	Year 12 External Examination Preparation Week
Tuesday – Tuesday	22 October – 12 November	Year 12 External Examinations
Tues	12 November	Farewell to Year 12 Boarders Dinner
Wed	13 November	Speech Night
Thurs	14 November	Year 12 Graduation



Fri	15 November	Last day for Year 12 School day concludes at 12:40pm Girls Rock
Tues	19 November	Boarder's Transition Evening
Wed	20 November	Transition Day for all incoming primary and secondary students
Mon	25 November	P-Year 4 Swimming Carnival
Wed	27 November	Year 6 Graduation
Thurs	28 November	School Party Term 4 concludes at 12:40pm
Fri	29 November	Student Free Day Staff Planning and Professional Development

GIRLS GRAMMAR 2024 PREFECTS



HEAD GIRLS

Georgia Priddle
Kara-Lee Buckton

PREFECTS

Boarding	Jessica Chapman
Student Wellbeing	Kelsie Bennett
Primary	Bethany Dey
Academic	Tyla Mitchell
Cocurricular	Dale Lewis
Community and Culture	Kara-Lee Buckton
Downs House	Charlotte Carrol
Paterson House	Georgia Priddle
Smith House	Harriett Farrell
Williams House	Ella Fort



CAMPUS MAP

KEY

1. RECEPTION
2. STUDENT SERVICES HUB
3. UNIFORM SHOP
4. DEPUTY PRINCIPAL - STUDENTS
5. DEPUTY PRINCIPAL - STUDIES
6. KITCHEN
7. LAUNDRY
8. FINANCE
9. MCKEAGUE DECK
10. MCKEAGUE HALL / SCIENCE LABS / DRAMA
11. LITTLETON PLAZA
12. LUCK
13. POOL / POOL CHANGEROOMS
14. MULTIPURPOSE COVERED COURT
15. GRANT - YEAR 4/5 CLASSROOM / ART ROOM
16. PRIMER
17. SAILS UNDERCOVERED AREA
18. CAB UNDERCOVERED AREA
19. CAB - YEAR 8/7 CLASSROOM / MUSIC / FOOD & TEXTILES
20. OSHC / HEALTH CENTRE
21. DISCOVERY - YEAR 2/3 CLASSROOM
22. ELC - PREP/YEAR 1 CLASSROOM
23. JACKSON - DORMS / LIBRARY / IT / TEXTBOOK HIRE
24. MMIPH - DANCE HALL / GYM
25. KOLLAR DORMS
26. HEAD OF BOARDING OFFICE
27. AGNES ST STAFF CARPARK
28. PRIMARY STAFF CARPARK
29. CARPARK
30. BOARDING CARPARK
31. HERITAGE PLAYSHED
32. AG-PLOT

Rockhampton Girls
Grammar School
Est 1892

DENHAM STREET

AGNES STREET

SMITH STREET



GIRLS GRAMMAR GOVERNANCE AND LEADERSHIP

LINE MANAGEMENT STRUCTURE

Principal	Business Manager	Deputy Principal - Students	Deputy Principal - Studies	Head of Boarding	Facilities & Services Manager	
Marketing/ Enrolments/Human Resources	Finance/Reception /IT	Students/Wellbeing	Curriculum	Boarding	Facilities/ Workplace Health and Safety / Compliance	
<ul style="list-style-type: none"> Business Manager Deputy Principal – Studies Deputy Principal – Students Head of Boarding Facilities and Services Manager Community, Marketing and Events Manager <ul style="list-style-type: none"> Events Assistant Enrolments Officer Executive Assistant Human Resources Officer <ul style="list-style-type: none"> Daily Org/Payroll Officer Alumni Officer 	<ul style="list-style-type: none"> Accountant <ul style="list-style-type: none"> Accounts Payable Accounts Receivable Uniform Shop Manager Executive Finance Support Officer Director - IT <ul style="list-style-type: none"> IT Manager Reception Student Services 	<ul style="list-style-type: none"> Director – Secondary Director – Primary Executive Support Officer Academic Support Officer 	<ul style="list-style-type: none"> Director – Sport <ul style="list-style-type: none"> Cocurricular Staff Sports Administration Officer School Nurse School Counsellor Instrumental Music Tutors 	<ul style="list-style-type: none"> Subject Coordinators Learning Enhancement Coordinator <ul style="list-style-type: none"> Teacher Aides Lab Tech Teachers 	<ul style="list-style-type: none"> 2IC Boarding Administration Assistant CYLP Tutors Boarding Supervisors 	<ul style="list-style-type: none"> Workplace Health and Safety and Compliance Officer Executive Support Officer Cleaning Manager <ul style="list-style-type: none"> Cleaning Staff Kitchen Manager <ul style="list-style-type: none"> Catering Staff Grounds and Maintenance Manager <ul style="list-style-type: none"> Grounds Staff Transport Coordinator <ul style="list-style-type: none"> Transport staff Laundry staff

BOARD OF TRUSTEES

Board Chair	Jenny Luck
Deputy Chair	Cale Dendle
Members of the Board	Hilarie Dunn, Alexandra Becker, Gordon Stunzner, Ken Murphy, Anni Bastin-Byrne
Secretary to the Board	Clair Applewaite

GIRLS GRAMMAR STAFF

EXECUTIVE

Principal	Kara Krehlik
Deputy Principal – Students	Sammy Cobon
Deputy Principal – Studies	John Fry (Dr)
Business Manager	Clair Applewaite
Head of Boarding	Stacey McCarthy
Facilities and Services Manager	Kasey Mitchell

MIDDLE LEADERS

Director of Primary	Jacqui Goltz
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Director of Secondary	Christie Dey
Director of Sport	Greta Doherty
Director of IT	Adam Tuffrey

SUBJECT COORDINATOR

Arts	Jessica Dawes
English and HASS	Donna Bennett
Mathematics and Science	Nadene Housman
Technologies, Languages and Physical Education	Nikki Kelly (Dr)

Teaching Staff

Emily Alley	Care, Design and Technologies
Teresa Anderson	English
Donna Bennett	Year 2
	Mathematics
Jessica Dawes	Care, Music
Christie Dey	Care, Science
Greta Doherty	Physical Education, Career Education
Nicole Francis-Leah	Visual Art
Scott Fuller	Care, Physical Education
Nicky Glasswell	Care, Science, Food and Textiles, Digital Technology
Emma Girle	Care, Literacy, Dance, Drama, Music
Jacqui Goltz	Prep, Year 2, Year 6
Sophie Harwood	Year 6, Dance, Drama
Vanessa Hemson	Year 4
Nadene Housman	Mathematics
Nikki Kelly (Dr)	Digital Technologies, Mathematics, Science
Kate Knowles	Care, Literacy, Drama, English
Jade Ladewig	English, Legal Studies
Salena McBride	Care, Science
Linda McLeod	English, Library
Veronica Miller-Waugh	Care, Career Education, Business
Gabriel Nader	Care, Mathematics, Science
Vicky O'Brien	Care, Business, English, HASS
Lisa Preece	English, Ancient History, Modern History, English & Literature Extension
Jessica Richards	Year 5
Renee Ruhle	Year 3
Corinne Shaw	Year 1
Nicola Simpson	Prep
Natalie Spence	Prep
Sheena Tickner (Dr)	Mathematics, Science
Emma Whitehand	Care, HASS, Science



2024 CARE MENTORS

Year Level	Care Mentors	Room/s
Prep W	Nicola Simpson	ELC W
Prep G	Natalie Spence	ELC G
Year 1	Corinne Shaw	Discover Centre 1
Year 2	Donna Bennett	Discovery Centre 2
Year 3	Renee Ruhle	Grant 2
Year 4	Vanessa Hemson	Grant 1
Year 5	Jessica Richards	CAB 8
Year 6	Sophie Harwood	CAB 9
Year 7G	Maite Lacoste Sanchez	Primmer 4
Year 7W	Veronica Miller-Waugh	Primmer 5
Year 8G	Emma Whitehand	Luck 3
Year 8W	Vicky O'Brien	Luck 4
Year 9G	Salena McBride	Luck 6
Year 9W	Gabriel Nader	Luck 5
Year 10G	Emma Girle	Primmer 2
Year 10W	Kate Knowles	Primmer 3
Year 11G	Christie Dey	Luck 2
Year 11W	Nicky Glasswell	Luck 1
Year 12G	Scott Fuller	CAB 7
Year 12W	Emily Alley	CAB 5

Enrichment Staff

Learning Enhancement Coordinator	Elisha Embrey
Library Resource Centre	Linda McLeod
Laboratory Technician	Anoja De Silva
Teacher Aides	Leanne Bath, Leonie Carroll, Carolyn Walker, Brianna Hawkswood, Trudi Withoos, Kate Atkinson, Jessica Engel
Academic Support Officer	Veronica Miller-Waugh
Counsellor	Claire Jarrett

Administration Staff

Human Resources Officer	Emily Conrad
Executive Assistant	Emily McKelvie
Executive Support Officer	Jennifer Hooper
Executive Finance Support Officer	Donna Sleaford
IT Manager	Matthew Cook
Enrolments Officer	Wendy Sheppard
Reception	Kerry Clarke & Jessica Engel
Student Services	Di Mallyon
Alumni Liaison	Kim Dixon



Daily Organiser, Administrative Assistant, Payroll	Ellena Price
Workplace Health and Safety and Compliance Officer	Belinda Thorburn
Marketing and Events Manager	Kaitlyn Graham
Events Assistant	TBA

Finance Staff

Business Manager	Clair Applewaite
Accountant	Tamika Parmenter
Accounts Receivable	Cassie Holden
Accounts Payable and Finance Administrator Officer	Barbara Addison

Uniform Shop

Manager	Tamara Birch
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Out of School Hours Care and Vacation Care (Skippy's Early Learning Centre)

OSHC Coordinator	Maria Gibbs
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Instrumental Teachers

Piano & Voice	Christina Bond
Woodwind, Brass, Auxiliary & Tuned Percussion	Aleisha Cesar
Strings	Alyssa Black, Aleisha Cesar

Choir and Ensemble Leaders

Choirs P-3 & 4-6	Jessica Dawes
Senior Choir 7-12 (Molti Vocé)	Jessica Dawes
Bella Vocé	Christina Bond
Concert Band	Jessica Dawes
Flute Ensemble/s	Jessica Dawes
String Ensemble	Alyssa Black
Recorder Ensemble	Jessica Dawes

Health Centre

School Nurse	Linda Knowles (RN)
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Boarding

Head of Boarding	Stacey McCarthy
2IC	Kerry Thompson
Boarding Administration	Matilda Lorraway
Boarding Supervisors	Su Ung, Mary Joan Dorante, Shania Conlon, Kirsty Dwyer, Jessica Engel, Charmaine Farrell, Sophie Fraser, , Mackenzie Winter, , Anna Tinarwo, Bridget Musademba, Megan Clark, Bree Armstrong,

Catering Staff

Head Chef	Kent Reid
Kitchen Staff	Natsuko Howard, Arlene Aldiss, Emily Humpries, Roxanne West



Grounds and Maintenance Staff

Maintenance Manager Ryan Kimm
Grounds and Maintenance Assistant Levi Thompson, Bill Compagnoni, Misha Duncan, Robert Lorroway

Cleaners

Cleaning Manager Danielle Unwin
Cleaning Staff Katie England, Madonna Harvey, Stephanie Crowley, Taylor Heritage-King
Laundry Staff Giandra Brown

Transport

Transport Coordinator Gwen Maynard
Bus Drivers Tom Cook, Laxman Lama, Gwen Maynard, Zachary McCarthy

CONTACTS

School Telephone Number: (07) 4930 0900 Fax Number: (07) 4930 0999 Website: rggs.qld.edu.au

Staff	Email
Principal: Kara Krehlik Executive Assistant: Emily McKelvie	principal@rggs.qld.edu.au
Deputy Principal - Studies: John Fry (Dr) Executive Support Officer: Jen Hooper	johnfry@rggs.qld.edu.au jenhooper@rggs.qld.edu.au
Deputy Principal – Students: Sammy Cobon Executive Support Officer: Jen Hooper	sammycobon@rggs.qld.edu.au jenhooper@rggs.qld.edu.au
Business Manager: Clair Applewaite Executive Finance Support Officer: Donna Sleaford	businessmanager@rggs.qld.edu.au donnasleaford@rggs.qld.edu.au
Head of Boarding: Stacey McCarthy Boarding Administration Assistant: Matilda Lorroway	staceymccarthy@rggs.qld.edu.au matildalorroway@rggs.qld.edu.au
Facilities and Services Manager: Kasey Mitchell Executive Support Officer: Jen Hooper	facilitiesmanager@rggs.qld.edu.au jenhooper@rggs.qld.edu.au
Enrolments Officer: Wendy Sheppard	enrolments@rggs.qld.edu.au
Reception: Kerry Clarke & Jessica Engel	reception@rggs.qld.edu.au



Student Services (absences): Di Mallyon	studentservices@rggs.qld.edu.au
Accounts: Tamika Parmenter Cassie Holden Barbara Addison	accountant@rggs.qld.edu.au accountsreceivable@rggs.qld.edu.au accountspayable@rggs.qld.edu.au
Workplace Health and Safety and Compliance Officer: Belinda Thorburn	belindathorburn@rggs.qld.edu.au
Alumni Liaison: Kim Dixon	alumni@rggs.qld.edu.au
Learning Enhancement Coordinator: Elisha Embrey	elishaembrey@rggs.qld.edu.au
Library Resource Centre: Linda McLeod	library@rggs.qld.edu.au
Health Centre: Linda Knowles (RN)	healthcentre@rggs.qld.edu.au
Uniform Shop: Tamara Birch	rggshop@rggs.qld.edu.au
Out of School Hours & Vacation Care: Skippy's Early Learning Centre – Maria Gibbs	oshctherange@skippys.com.au

STUDENT TIMETABLES

The Timetable

There are six 50-minute lessons each day. Students meet with their Care Mentor for 30 minutes each day.

Teachers use all the available time to maximise learning opportunities for students. Students are required to attend all calendared school days and the School requests students attend all school days up to and including the final day of each term. The Term dates are available in this handbook and on the Girls Grammar website.

The timetable follows a regular pattern to avoid disruption to academic programs. Special events are detailed in the Student Planner and in school calendars.

	Monday	Tuesday	Wednesday	Thursday	Friday
Care 8.20-8.50	P-12 CARE	P-12 CARE	CARE (8.20am)	P-12 CARE	P-12 CARE
Lesson 1 8.50-9.40			Assembly rotational with Sister/House Meetings (8.30am)		
Lesson 2 9.40-10.30					
Morning Tea 10.30-11.00					
Lesson 3 11.00-11.50					



Lesson 4 11.50-12.40					
Lunch 12.40-1.20					
Lesson 5 1.20-2.10					
Lesson 6 2.10-3.00				Enrichment Clubs	

STUDENT ATTENDANCE

Parents have a legal responsibility to ensure that their children receive an appropriate education. The Education (General Provisions) Act 2006 states that “each parent of a child who is of compulsory school age has a legal obligation to ensure their child is enrolled and attends a state school or non-state school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse”. Please refer to [RGGG-066-POL-STUDENT ATTENDANCE POLICY](#) available on our website.

Daily Absences

- Any absence must be explained by a parent or guardian in writing or by phoning Student Services.
- Where the absence is due to illness, and it impacts assessment in Years 11 or 12, a Medical Certificate may be requested.
- **Sign in / sign out** - If a student is late to school or needs to leave school during the day, she must sign in/out at Student Services. A parent should sign the student out or provide a signed note to the student to hand in when signing out (phone calls and emails are also accepted prior to the absence).



BEHAVIOUR MANAGEMENT

Please refer to [RGGG-061-POL STUDENT CODE OF BEHAVIOUR POLICY](#) for detailed information and associated documents on our behaviour management procedures.



A SENSE OF BELONGING IS A SHARED RESPONSIBILITY

In order to maintain a positive School culture, it is important that all involved in the life of the School understand and commit to both their individual responsibilities and their responsibilities to the community. The Enrolment Contract recognises that an effective learning partnership between the School and the family best supports young people. This partnership requires open, constructive communication and a commitment by those involved to ensure the learning journey for each student is positive, stimulating, fulfilling and rewarding.

In regard to:	School commitment:	Student commitment:	Parent commitment:
Extending academic achievement	Provide a broad-based curriculum, delivered by teachers who recognise and cater for individual student learning needs through differentiated delivery and blended learning strategies.	Actively participate in my learning, seeking opportunities for extension and clarification.	Support my/our daughter in her studies. Maintain open, constructive communication with Girls Grammar staff to monitor and discuss progress.
Reporting student progress in a consistent, clear and timely manner	Provide a calendar which details timelines of written reports and Parent evenings. Encourage parents to communicate promptly and openly. Ensure that all reports are timely and contain clear information.	Understand that my reports will indicate my progress and will reflect both my strengths and areas for development. I should use this information to extend my understanding of my learning.	Contact the school should any questions arise in regard to progress. Support my/our daughter to use the information in reports to extend her learning.
Interactive Learning Technologies	Provide an infrastructure which promotes blended learning opportunities for students, supports all staff through training and provides education in responsible use for students and parents.	Use ICT appropriately to enrich my learning, care for equipment provided by the school and ensure that my laptop is always secure.	Support the School in supporting Girls Grammar <u>RGGS-024-POL-ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY</u> .
Fostering Creativity	Provide opportunities for creativity in intellectual, artistic and cultural pursuits.	Explore my creativity.	Value creativity.
Personal Development	Provide a personal development program which aims to empower young women to make wise choices.	Be reflective and accept responsibility for the choices I make.	Support my/our daughter's personal development.
Sustaining a School culture of mutual respect	Promote, model and maintain clear expectations of mutual respect.	Demonstrate respect for self, others and the community.	Engage respectfully with all members of the Girls Grammar community. <u>RGGS-016-POL-PARENT AND VISITOR CODE OF CONDUCT</u>
Extending innovation	Empower each student to be both innovative and adaptable and to take risks in her learning.	Aim to develop the confidence to take risks in my learning.	Support my/our daughter in developing her confidence to extend her learning.
Maintaining a safe and appealing physical and learning environment	Implement procedures to ensure the physical environment is safe and to continue to enhance the learning environments.	Actively participate in caring for and respecting the Girls Grammar physical and learning environments.	Support Girls Grammar's efforts to ensure school environments are cared for by my/our daughter.
Health	Provide a Health Centre during school hours and promote healthy lifestyle choices through education programs and a range of sporting and leisure opportunities.	Adhere to the Girls Grammar guidelines designed to promote health which include policies about: healthy eating, sun protection, illegal and banned substances.	Support Girls Grammar to promote healthy, life-long habits which minimise health risks for young people: physical activity, healthy diet, sun protection (including wearing hats) and avoiding illegal and banned substances.
School Pride	Promote the history, heritage and traditions of the school and to encourage students to understand	Recognise and respect that by joining the Girls Grammar community I am an ambassador	Support Girls Grammar in ensuring that, as an ambassador for the School, my/our daughter recognises that she is part of a



	the part they play in shaping the Girls Grammar story.	for the extended Girls Grammar community.	strong tradition that includes the wearing of correct uniform and appropriate behaviour.
Student Leadership and School and community citizenship	Provide opportunities for students to undertake leadership roles and for each student to participate meaningfully as a member of the Girls Grammar and broader community.	Make a contribution to School life at Girls Grammar and to the broader community.	Support the Girls Grammar programs of participation and citizenship.
Girls Grammar Policies and Procedures	Develop coherent and clear policies which are available to parents on the website and which are clearly communicated to students, staff and members of the Girls Grammar community.	Adhere to Girls Grammar policies and expectations of behaviour in regard to sustaining a safe and respectful environment.	Be aware of the Girls Grammar policies and to encourage compliance.

PERSONAL DEVELOPMENT & STUDENT WELLBEING

Students will have access to a Care Mentor who will work closely mentoring students. The Care Mentor will form a main line of communication between the School and home regarding all day school related information, and will assist the student in all areas: Academic progress and social emotional wellbeing etc. The Boarding House Supervisors are the first point of contact for students and families regarding boarding.

Pastoral Care Program

Students from Prep to Year 12 will engage in a range of learning experiences through the Pastoral Care Program, which is designed to facilitate social, emotional, and moral development. Further information about the Pastoral Care Program can be found on our school's website as [RGG-064-POL-PASTORAL CARE POSITION PAPER](#).

STUDENT LEADERSHIP OPPORTUNITIES

Rockhampton Girls Grammar School believes the provision of leadership is an important contributor to the holistic development of students and values the contribution students make to the leadership of the student body.

The School is committed to the promotion of opportunities for students to develop leadership skills. Opportunities for student leadership include:

- Head Girls (Helen E Downs Prefect and Prue McKeague Prefect)
- Prefects (10 positions including the Head Girls)
- Captains of sports and cultural activities
- Student Council

The election of Prefects takes place in Term 3 for the following year. Student Council representatives in Years 4-11 are elected by their year level group which takes place in Term 1.

INTERACTIVE LEARNING TECHNOLOGIES

1:1 Laptop Program 4-12

Rockhampton Girls Grammar School is committed to providing a rich, contemporary, challenging education for young women. The Year 4 to Year 12 personal laptop program is complemented by our wireless network meaning our girls have wireless network access in all teaching spaces and in boarding. Our Internet access is filtered and monitored 24 hours a day. During the school day our internet filter restricts access to social networking sites and streaming media sites which could act as a distraction. All internet access is turned off after the last preparation period until 6.00am the following morning.

The Laptop program allows the school to ensure that the required software is available to students, that devices are sufficiently powerful to meet curriculum requirements, that computers are robust and quickly repaired. The laptops remain the property of the School but will be in the fulltime care of students for their personal use for three years, after which they will be replaced with new models. We have implemented a rolling replacement program which will ensure that all Year 4, Year 7 and Year 10 students receive new computers to support their next three years of schooling.

Early Years (Years P-2)

The emphasis of the Early Years program will be 'Hands-on'. Our aim is to engage our young learners by immersing them in a colourful, interactive and media-rich environment which will invite them to interact with learning in a natural and intuitive way. Numbers, letters and pictures come alive as interactive elements which allow our girls to create their own unique learning experiences.

Primary Years (Years 3-6)

Small group collaboration, problem solving and accessing up-to-the-minute information will characterise the Primary Years Program. Our girls will start to investigate their digital world and become responsible cybertizens. The focus will be learning can be anywhere



in our 'global village' and the results of learning can be documented in cyberspace to allow other primary students from all over the globe to interact. Anywhere, anytime learning will commence at Year 4 with every child in Years 4-6 having access to their own laptop. Laptop care, data management and responsible use will be the emphasis of the initial phase of the Laptop program with our girls then going on to learn valuable ICT skills that will see them be prepared for their digital world.

Middle Years (Years 7-9)

Students in Years 7-9 are provided with personal computers. Cyber-Citizenship and responsible online learning will characterise the middle school phase of the ICT program. Our girls will start to manage their own learning through our online learning spaces. Their laptop will become the central hub of their learning journey both on campus and off campus. The Anytime Anywhere learning concept will become a reality for our middle years girls as they engage in our GIRLS GRAMMAR Learning Cloud and utilise the best web 3.0 has to offer.

Senior Years (Years 10-12)

Students in Years 10-12 are provided with personal computers. Creativity and collaboration will define the Senior Years program with our girls extending on the skills already developed and applying them to their own personal learning journey. During their final years our girls will be encouraged to record their learning to express themselves in a media rich fashion that reflects their changing digital world. Blogs, Wikis, Tweets and Social networks will become not only a way of communicating but also valuable learning tools.

Cyber Safety

Safety is always the number one priority for our daughters and as such, cyber safety will be emphasised at all levels of our program. Especially when our girls have access to their own laptop computer, staying safe online and protecting their 'digital footprint' will be central to our ILT education program.

Parents and students should also read and understand the [**RGGS-024-POL-ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY.**](#)

THE A-Z OF GIRLS GRAMMAR

ACADEMIC COMPETITIONS

International Competitions and Assessments for Schools (ICAS)

In conjunction with The University of New South Wales (UNSW), Girls Grammar conducts the International Competitions and Assessments for Schools (ICAS) competitions each year. ICAS is the largest independent competition and assessment program for schools in Australia. It is also delivered to over 20 countries in Asia, Africa, Europe, Pacific and the USA. ICAS medal winners in Years 11 and 12 are eligible for bonus points when they apply to undertake an undergraduate degree at UNSW.

ICAS is intended to be an academically rigorous test to extend our academically able students. Each year, Girls Grammar students may be provided with opportunities to participate in:

- ICAS Digital Technologies (Years 2-10)
- ICAS Science (Years 2-12)
- ICAS Writing (Years 3-12)
- ICAS Spelling (Years 2-7)
- ICAS English (Years 2-12)
- ICAS Mathematics (Years 2-12)

There is a wealth of academic competitions, forums and excursions available to students. Students are encouraged to involve themselves in opportunities to extend their strengths and interests. Opportunities vary each year but typical examples are seen below:

- CQU Business Challenge
- Mooting Comp
- Rotary Quiz (Years 10-12)
- QAMT/UQ Problem Solving Competition (Years 8-12)
- Science and Engineering Challenge (Years 9 & 10)
- Maths Team Challenge (Years 5-12)
- Year 5/6 Maths Quiz
- OptiMinds
- AMEB Exams
- RACI titration Competition
- ANU Chemistry Quiz

ASSEMBLIES

Separate Primary and Secondary School assemblies are held throughout the term on Wednesdays. Assemblies are formal occasions, during which the school acknowledges the achievements and talents of students. The formal uniform and blazer are worn to Secondary Assembly. On some occasions, these assemblies will include all students (Prep to Year 12). Parents are warmly welcome to attend.



ASSESSMENT YEARS 7-12

Rockhampton Girls Grammar School has a policy of assisting students to plan their study time effectively. For this reason, students and parents will receive an outline of the semester's assessment in each subject via the school website. No assignments will be given outside this outline without permission from the Deputy Principal - Studies. Any change to the semester outline will be communicated to students through subject teachers. Further details can be found in the Primary, Middle and Senior School assessment policies located under the Resources tab on our school's website.

CARE OF FACILITIES

Everyone in the school community is expected to treat facilities with care and to minimise waste. Students will assist staff in ensuring lights, air conditioning and fans are switched off when leaving rooms and by taking responsibility for learning areas being left tidy. Any damages should be reported immediately to a staff member.

CAREERS AND SUBJECT GUIDANCE

All Secondary students are given general advice in choosing subjects by the Deputy Principal - Studies. The Deputy Principal - Studies seeks a range of careers information opportunities in which Girls Grammar girls are encouraged and assisted to participate. Career Education is also offered to all Year 10 students as a subject.

CHILD SAFETY

Every student has the right to feel safe and free from harm while at School. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. For detailed information please refer to **RGGS-058-POL CHILD PROTECTION POLICY**.

COCURRICULAR PROGRAM

All students are encouraged to participate in at least one cocurricular activity each term. Each term the school will publish a Cocurricular Schedule. Teaching staff provide activities for students to consider. There is a broad range of activities to entice student interests, increase physical and creative activity and to enrich experiences.



Sport

Sports activities provide experiences which enable students to:

- Choose behaviours which promote healthy living
- Make informed, rational decisions as to their involvement in skilful physical activities such as sports, dance and outdoor pursuits.
- Engage in positive social environments and build confidence and self-esteem.

Rockhampton Girls Grammar School is a member of the Capricornia District Schools Sports Association and the Rockhampton District Primary and Secondary Schools Sports





Association. Because of this, every student has an invitation and is eligible to trial for their sport and if successful, compete up to a state level.

A House System is used for sport within the school and girls compete in Interhouse Swimming, Cross Country, Athletics and Ball Games for Primary students.

The facilities at the school include a large undercover area, swimming pool, sports field, netball and tennis courts and gymnasium.

All students are expected to participate in at least one cocurricular activity. Sport is voluntary, although all students are involved in Sport at the Interhouse level. Refer to our website for the Cocurricular Handbook for specific details.

Student Obligations

Students need to be aware of the commitment they make when nominating for a sports team. Most activities involve training after school and some require early morning training. Attendance at these sessions is compulsory. Fixtures usually involve one game per week match play. Consultation with your coach regarding absences is essential to avoid forfeiting.

Students and parents are asked to be aware of involvement with sports and other cocurricular activities to ensure that an appropriate, workable balance between studies and other commitments is maintained.

COLLECTION OF STUDENTS FROM SCHOOL

- The School day concludes at 3.00pm. Students departing prior to 3pm must sign out at Student Services.
- Any Primary student/s not collected by 3.30pm will be escorted to the main office Reception area and can be collected from this location before 4.00pm.

COLOURS

Students receive Colours recognition for outstanding contribution to the school community through academic, cultural, sporting and individual (for outstanding achievements outside of the school community) colours. Colours are awarded at progressive levels including Merit, Half, Full and Shaw Colours.

Colours are awarded at the end of the school year, except for academic colours which are awarded in Semesters. Please see the school website for further details on colours and the application form for Individual Colours.

YEAR 7 TO 12 PRIZES AWARDED AT SPEECH NIGHT:

First in Year/Dux (Full Colours) - Awarded to the overall highest achieving student in each year level from Year 7 to 12. (This award replaces Semester 2 Academic Colours.)

Second in Year (Full Colours) - Awarded to the second overall highest achieving student in each year level from Year 7 to 12. (This award replaces Semester 2 Academic Colours.)

Citizenship (Full Colours) – Awarded to a student in each Year 7 to Year 12 who has made a significant contribution to others in the Girls Grammar family and to the wider community.

Cultural Allrounder (Full Colours) - Awarded to a student in each Year 7 to Year 12 who has made a significant contribution to the Visual and Performing Arts Program at Girls Grammar (Music, Art, Dance and Drama).

Sporting Allrounder (Full Colours) - Awarded to a student from 9 years to open age who has made a significant contribution to Sport at Girls Grammar.

MEDALLION AWARDS WHICH MAY BE AWARDED AT ASSEMBLY OR SPEECH NIGHT AND ARE TO BE WORN TO SPEECH NIGHT (THESE AWARDS ARE NOT COLOURS):

First in Year Medallion - Awarded to the overall highest achieving student in each year level from Year 4-6 where achievement has been exceptional.

Second in Year Medallion - Awarded to the second overall highest achieving student in each year level from Year 4-6 where achievement has been exceptional

Citizenship Medallion – Awarded to a student in each Year level 4-6 who has made a significant contribution to others in the Girls Grammar family and to the wider community.

Cultural Allrounder Medallion - Awarded to a student in each Year level 4-6 who has made a significant contribution to the Creative Arts Program at Girls Grammar (Music, Visual Art, Dance and Drama).

Age Champion Medallion - Awarded to the student in each age group at each Interschool Carnival with the highest overall score (calculated from every event in which they compete)

Other bursaries and awards may also be awarded. These are not recognised as Colours.

Speech Night is the most formal event of the School Calendar. All members of the School community are expected to attend to honour our highest achievers and to farewell the Year 12 students.

Please refer to [RGGG-329-GDL COLOURS CRITERIA](#) for the guidelines around colours.



COMMUNITY LINKS

Rockhampton Girls Grammar School has a community service focus. This is brought to fruition through action, fundraising and raising awareness at Assemblies. Activities include, but are not limited to:

- Anzac commemoration services
- Pink Gate Day
- Day for Daniel
- Long Lunch
- RUOK? DAY
- Ponytail Project
- Foundation Day



DRIVING – LICENSED STUDENTS

Day students in Years 11 and 12 are permitted to drive a motor vehicle to and from school subject to the authorisation of their parents/guardian. Parents authorising usage of a motor vehicle, subject to the School's conditions, accept full responsibility for such motor vehicle usage by their daughters whilst students of the School.

Students should abide by the rules of the road and be responsible licensed drivers. A written application from a student's parent and/or guardian to drive a motor vehicle must be submitted to the Deputy Principal – Students on the School's 'Drive to School' authorisation form (available on our website rggs.qld.edu.au/policies-procedures). Parents requiring special consideration in regards student travel must contact the Deputy Principal – Students.

Once approval has been received for a student to drive a motor vehicle to and from school, the following conditions apply:

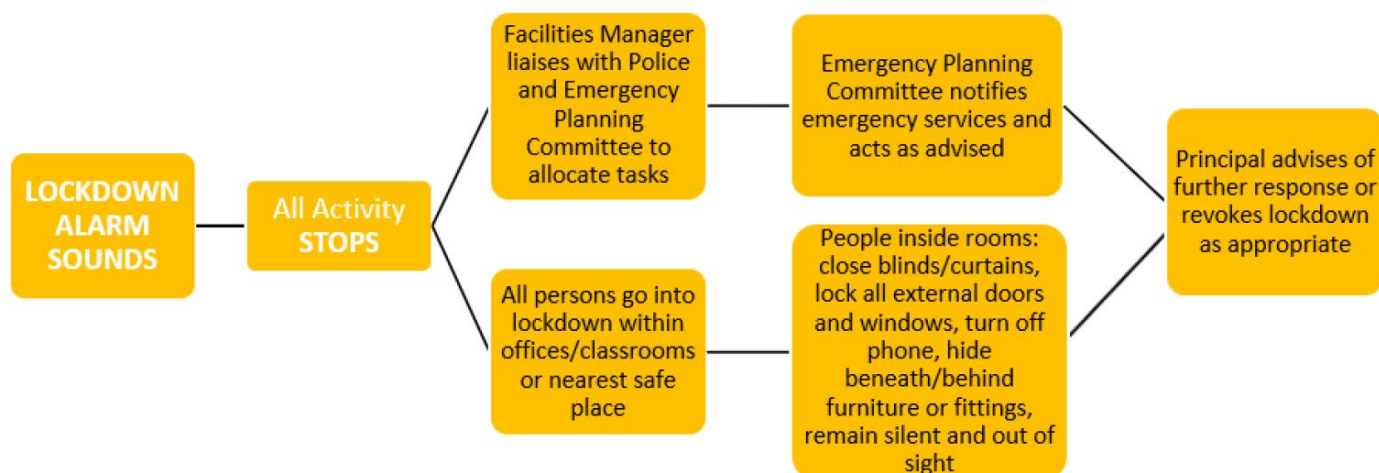
- Another student of the School (other than a sibling of the driver who also has approval from the School) may not drive a motor vehicle belonging to another Rockhampton Girls Grammar student.
- P-plate drivers in the first three months of their licence may not travel with more than one passenger of a similar age (who is not an immediate relative).
- A student of the School (other than a sibling of the driver) may not travel as a passenger in a motor vehicle belonging to another Rockhampton Girls Grammar student, unless specific permission is sought and obtained from Principal.
- Student cars are permitted only in designated areas within the school campus.
- On arrival at school, day students are to submit their vehicle keys to Student Services. Students may then collect their vehicle car keys at the end of the school day. Boarding students leave their keys with their Boarding Supervisor.
- Students are not to return to or use their motor vehicles during regular school hours (8.20am to 3.00pm) without permission.

EMERGENCY LOCKDOWN AND EVACUATION

A lockdown or evacuation will take place when students and staff need to be locked within buildings or evacuated for their own safety. This will usually occur if there is a dangerous intruder on school grounds but may also occur in some circumstances in the event of a hazardous situation such as a chemical spill or fire, which makes it dangerous for students, staff and visitors.

The Facilities and Services Manager, , will schedule at least one practice lockdown drill and one practice evacuation drill per semester and will be responsible to ensure all staff members are clear regarding the procedure before the practice drills take place.

LOCKDOWN PROCEDURE FLOW CHART



Lockdowns

To signify the commencement of a lockdown, the “Feather” theme song will play over the speakers. There will be no announcements.

- All students must go to the nearest secure room without delay.
- Students at outdoor lessons must go to the closest safe space. Students in the pool area are to move into the change rooms and lock the doors from inside.
- All persons in Paterson house need to ensure they go to the secure areas to lockdown. These are as follows:
 - Laundry
 - Staff work room
 - Archive room
 - Board room
 - Uniform shop
- Lock all classroom doors and close all windows and turn off the lights.
- Move away from windows and doors, remain seated on the floor, close to interior walls, away from the view of windows and under desks if possible. If the room has blinds or curtains, these should be closed.
- DO NOT respond to anybody at the door until it has been announced that it is safe.
- Keep silent and out of sight.

When there is no longer a threat or the intruder has left the building, the Principal or member of the Executive will announce the “all clear”. This will be communicated via the telephone and computer systems. Members of the Emergency Planning Committee will also walk around the campus to ensure all staff and students have been given the “all clear”

Fire Safety

To signify the fire alarm, the klaxon will sound. There will be no announcements.

On hearing the alarm:

- Everyone must stop what they are doing and begin the evacuation procedure.
- Take the nearest evacuation route to the assembly point.
- Is possible, close the classroom door. Do not lock the doors.
- Upon arriving at the assembly point, please line up in your primary or care classes or. If after hours, in your dorm houses.



- A teacher will mark the roll, please ensure you have your name signed off.

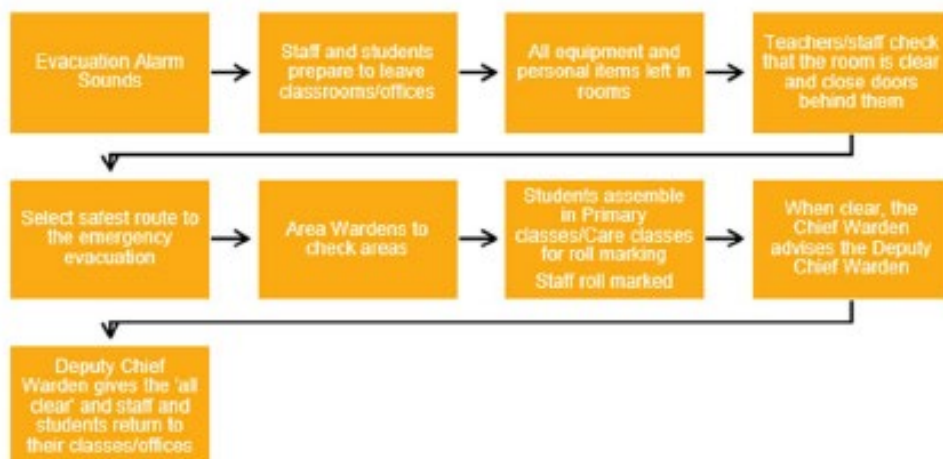
If you discover a fire, day or night:

- Operate the nearest button or alarm system, notify a staff member and make your way as quickly as possible to the evacuation point.

Assembly Points

- During School hours (8.00am - 3.00pm) - All students, staff and visitors should assemble on the oval in Care Groups.
- During non-school hours (3.00pm – 8.00am) – All students, staff and visitors should assemble near the staff car park above the pool.
- Do not leave the Assembly Area until directed to do so by the Deputy Chief Warden or member of the Emergency Planning Committee, which is primarily a member of Executive.
- Maps showing the assembly points are posted on all school notice boards and dormitory doors in Boarding.

EVACUATION PROCEDURE FLOW CHART



Identified Evacuation Assembly Areas and Evacuation Routes		
During School Hours (8:00am – 3:00 pm)	Non-School Hours – Boarding	OSHC – School Hours & Non-School Hours
Main School Oval (Point A on map)	Upper Car Park in Agnes Street (Point B on map)	Main School Oval (Point A on map)



EVENTS AND EXCURSIONS

Excursions are an important element of many subject programs. Details regarding schedules and any special arrangements (and cost if any) will be made available as early as possible via email. Permission must be granted by the parent or legal guardian listed on the enrolment form through Parent Lounge prior to student attendance at any event or excursion. Students who have not been granted permission through Parent Lounge will be required to remain at school. For Parent Lounge access please see Student Services. An event fee will still be charged regardless of non-attendance if the school has incurred a fee for the student.

FALSE FIRE ALARM ACTIVATION

Fire alarms are located throughout the school and are very sensitive. The use of aerosols **is not permitted on the school grounds** as these set off the fire alarms if used inside school buildings. If students use aerosols or other banned items on school grounds and an alarm is activated, a charge will be incurred for the call out fee at a cost of at least \$1500.00 between 7.00am and 4.00pm or at least \$2000.00 after hours. Careless or improper use of microwaves or other kitchen appliances that result in the fire alarms being activated will also incur this charge for families. A letter will be sent to parents to notify of the fire alarm and that the cost will be included on the next school fee account.

FREE DRESS DAYS

A number of Free Dress Days are held to raise awareness or fundraise for charity organisations. On these days students may choose to wear the School uniform or the clothing that is outlined for the specific event. Students are not permitted to wear clothing which: reveals midriffs or bra straps, short shorts, short skirts, shoestring straps, open-toed shoes or inappropriate logos. As we are a SunSmart School shoulders must be covered and a hat must be worn. Students are encouraged to participate in these whole-school events to raise awareness.

GRIEVANCES

As a member of the Girls Grammar School community, you have the right to have your complaints/grievances heard and dealt with. Associated documentation can be found on the schools website and include [RGG-009-POL COMPLAINTS HANDLING POLICY](#), [RGG-010-PRO COMPLAINTS HANDLING PROCEDURE](#) and [RGG-083-FRM COMPLAINTS FORM](#).

HEALTH CENTRE

The school has a Health Centre with a full-time Registered Nurse. Minor ailments for students may be treated at the school. In other cases, a parent will be contacted and requested to collect the student. In an emergency an ambulance will be called. When there may not be time to consult the parent beforehand, such contact with parents/guardians will be made as soon as practicable.

Students who feel unwell during the school day must seek permission from their teacher prior to visiting the Health Centre and this is when contact may be made with parents regarding collection.

Medicines

All medication must be clearly marked with your daughter's name and with the dosage clearly specified on the pharmacist's dispensing label. Please do not leave medication of any nature in your daughter's bag. Medication must be handed into the Health Centre upon arrival at school, where it will be administered by the School Nurse. Prescribed medications will only be administered if the pharmaceutical label is current and intact. Parents are responsible for updating their daughter's medical details on Parent Lounge.

HOMEWORK YEARS 7-12

Homework and study needs vary according to year level. Year 11 and 12 students are required to do considerable study in addition to classwork.

As well as doing homework, all girls should read as widely as possible. This means reference books and newspapers as well as novels. Such wide reading will stand all students in good stead for their senior courses of study. Wherever possible, teachers will give adequate notice of homework so that girls can plan their home studies program.

Time Management Advice for Students

An organised study/homework timetable will help direct your time

- Have everything ready
- Begin work immediately
- Set your goals and plan for them
- Re-evaluate your timetable at regular intervals
- Minimise distractions
- Plan your relaxation activities in advance
- Plan for social commitments, communication and family responsibilities
- Go to sleep at a regular time each night
- Read for enjoyment
- Eat and exercise regularly



Types of Homework

Homework may take various forms. Some of these may include:

- Preparation for future lessons (e.g. reading, research assignments)
- Preparation for tests and examinations
- Review of work covered in class
- Short assignments set on a frequent basis
- Longer assignments set on a less frequent basis
- Completion of some aspect of work commenced in class

To effectively manage your learning at home so your knowledge and understanding grow with you, the following tables give you a guide to times. It is generally believed that on average a student with good time management should spend:

- Prep-Year 3: 10 to 20 minutes per night
- Years 4-6: 30 to 40 minutes per night
- Years 7-10: 1 to 2.5 hours per night
- Years 11&12: 3 to 3+ hours per night

HOUSE SYSTEM

Each student is a member of one of four Houses:

Downs House	Green
Paterson House	Red
Smith House	Blue
Williams House	Yellow

The House system is used to organise cross age groups for competition and interaction. House competitions include:

- Athletics
- Cross Country
- Primary Ballgames
- Swimming
- Touch Football
- Choir
- Recycling

The House Trophy is awarded to the winning House. House Spirit is awarded to the House with the best cooperation and participation at each carnival.

LOCKERS

Lockable lockers are provided for students in Years 7-12 to secure school books, resources and laptops. Padlocks are to be supplied by students to ensure their lockers are locked at all times. Food should not be left in lockers. In the event that a student misplaces their key, locks will be cut off and students will need to replace these.

Any repairs, problems or queries regarding lockers are to be referred to Student Services.

LUNCH AND MORNING TEA

Day students requiring lunches and morning tea are able to purchase via QuickCliq (www.quickcliq.com.au). Orders close 9.00am on day required and can be ordered weeks in advance. Lunch and morning tea will be the same as that provided to boarders. A selection of sandwiches, salads, fruit and snacks are also available for purchase.

The weekly menu is displayed on the Student Services noticeboard, outside the dining room and on our Website (<https://www.rggs.qld.edu.au/dining-facilities>).

MOBILE PHONES

The increased ownership of mobile phones requires that school administrators, teachers, students and parents take steps to ensure that mobile phones are used responsibly. A copy of the Mobile Phone Policy [RGGGS-063-POL MOBILE PHONE POLICY](#) is available on our website.

MULDER LEARNING RESOURCE CENTRE (LIBRARY)

Advice for Students:

- **Open Hours:** 8.00am to 4.00pm.
- Be respectful and acknowledge library staff upon entry.



- **Borrowing** - All borrowing is automated and to be processed through the Circulation desk. Prep - Year 6 scan a library card and Years 7-12 can use their school ID cards.
- **Fees – Lost/Damaged items** – a full replacement cost will be charged to a student's account for any items that are lost or returned damaged.
- **Food and Drink** – Food and drinks are not permitted in the library. Water bottles must be non-spill.
- **Holiday Loans** - Resources may be borrowed during ALL holiday breaks except the end of year summer holidays.
- **Games** – Board games and outdoor chess and table tennis is available for all students from Years 4 – 12 to enjoy.
- **Loans** – Students in Years 10-12 may borrow up to 10 items for two weeks; Years 6-9 may borrow up to 8 items for seven days; Years 3-5 may borrow up to four items for seven days and Years Prep - 2 may borrow up to two loans for seven days.
- **Lost or Damaged items** - You are solely responsible for all loans and equipment you borrow. If these are lost, damaged or stolen you are responsible for the full replacement cost of those items.
- **Manual Loans Register** - Students must use this to record all loans out of hours borrowing.
- **Overdues** - Overdue notices are sent directly to students via school email accounts. Overdue notices for Primary students will be sent directly to class teachers via email. If you are on the Overdue List, your borrowing privileges will be forfeited until all loans are returned or renewed. Overdue books need to be presented for renewal.
- **Returns** – All items are to be placed in the Library Returns chute upon entry to the Library or on the Circulation desk.
- **School Bags** – Bags are to be left outside the library area on the supplied bag racks.
- **Textbooks** – Years 7-12 are issued with textbooks at the beginning of each year. Students are responsible for their own items.
- **Tutorials** – Teachers may host subject tutorials after school which students are encouraged to attend.

MUSIC

Refer to [RGG-255-GDL INSTRUMENTAL HANDBOOK](#)

Rockhampton Girls Grammar School has a well-established music program including choirs, chamber groups, string ensemble and concert band. Students can be involved in these various ensembles as well as having the opportunity to participate in private tuition with experienced and motivated studio teachers.

As with all School activities, commitment is essential for music involvement.

NAME BADGES

It is an expectation that students and staff wear name badges. These are supplied by the school upon enrolment. If a student misplaces or damages their name badge, they are to be replaced immediately at Student Services, where a small charge will be applied for this replacement.

OLD GIRLS' ASSOCIATION (OGA)

There are active branches of the Old Girls' Association in Rockhampton, Brisbane and Mackay. Groups of past students in other towns and cities may be contacted via the School.

The Annual Subscription is \$15. Life Membership is available for \$125 and entitles the member to a special badge and copies of Chit Chat, the OGA newsletter. 'Life membership' is bestowed upon Graduation and fees charged to the final account. Reunions, social functions and live-in weekends are arranged from time to time.

Further information may be obtained from the school website or by contacting Kim Dixon, Alumni Liaison Officer.

OUT OF BOUNDS

The following areas are **out of bounds**, unless there are special circumstances determined by staff members:

- Beyond the oval
- Grounds staff work area
- All fire escape steps
- All classrooms except during class or prep times, or as specified by a staff member (Teacher/Boarding staff)
- Boarding Houses during the day for boarders and at all times for day girls except when given permission by a senior member of Boarding staff
- Staff work rooms

OUT OF SCHOOL HOURS CARE (OSHC)

An Out of School Hours Care (OSHC) Program, run by Skippy's The Range, is available for students from Prep to Year 6. Skippy's also offers Vacation Care.

Girls Grammar offers supervised play in the morning from 7.15am for Primary students in the ELC. Extended Day and Before School boarding options are available for students in Years 7 – 12.

Please contact Skippy's on The Range for all enrolment and booking enquiries for the OSHC service. Please email oshctherange@skippys.com.au or phone 0478 897 210.



PRIMARY SCHOOL

Before and After School Routine

The classrooms open at 8.20am; however, if you wish to drop your daughter at School before 8.00am, there will be a supervisor at the Early Learning Centre from 7.15am. If your daughter is arriving before 8.00am please ensure you sign the sheet located in the ELC when she arrives.

In the afternoons, School concludes at 3.00pm. In Prep to Year 1, your daughter will need to be collected from the undercover area of the Early Learning Centre. We recommend for students in Years 3-6 to wait at the bottom of the School grounds to be picked up; however, if you wish to make alternative arrangements, please contact your classroom teacher.

Nutrition/Lunch

There is now clear evidence the childhood nutrition has a lasting effect on many aspects of health. Children need fresh, nutritional food and well-balanced meals. Please make healthy choices when packing your daughter's lunch and snacks for the day. Recommended foods include sandwiches, cheese, cold meats, fresh or dried fruit, prepared fruit snacks, savoury biscuits and dip, yoghurt and milk or water.

There is a fridge available for your daughter to store her lunch. Please choose the smallest sized hard plastic lunchbox to accommodate your daughter's lunch to assist with fitting lunchboxes in the fridges. Cold water is always available at the water bubblers and students are encouraged to bring non-spill water bottles. Please ensure these are named.

Parent Involvement

Parents and families are welcomed into the classroom at various times throughout the year. Parent participation sends strong positive messages to your child that you support them and are part of your daughters care environment. There are many levels of parent participation and any form of involvement you offer encourages your child to be happy and feel welcomed at Girls Grammar.

REPORTS PREP – YEAR 12

Teachers are available at any mutually convenient time to discuss your daughter/s progress. Written reports will be provided four times a year: They will be available on Parent Lounge.

End of Term 1	Interim Report and Parent/Teacher/Student Learning Conversation
Mid-Year break	Semester One Report
End of Term 3	Interim Report and Parent/Teacher/Student Learning Conversation
End of Year	Semester Two Report (Year 12 results provided by QCAA)

SCHOOL HOURS

School Hours

Girls Grammar commences classes at 8.20am for all levels Prep-12 and concludes at 3.00pm.

SENIOR SCHOOL

Academic Conversations

The Deputy Principal - Studies will meet with each Senior student in 2024. In this academic interview we take the time to examine academic progress. In Year 10 this discussion and analysis is used to help guide subject selection for Year 11 and 12. In Year 11 and 12, the conversation is focused on providing specific targeted advice for each student to maximise her success. These conversations to achieve academic improvement are targeted towards ATAR improvement (for eligible students) and pathway success (for students undertaking apprenticeships, traineeships or TAFE certificate courses). If a senior student is thinking of changing subjects, we will also have a conversation to discuss the potential implications (including QCE and ATAR eligibility and successful completion of certificate courses).

Queensland Certificate of Education (QCE)

The QCE is Queensland's Senior School-based qualification, awarded to eligible students on completion of the senior phase of learning, usually at the end of Year 12. The qualification is internationally recognised and offers flexibility in what is learnt, as well as where and when learning occurs. This allows students to tailor their senior pathway to suit their interests and support their future goals.

The QCE is achievable for students and recognises a broad range of learning, including senior school subjects, vocational education and training (VET), workplace and community learning recognised by the Queensland Curriculum and Assessment Authority (QCAA), and university subjects, undertaken whilst at school. To be awarded a QCE, a student needs to demonstrate a significant amount of learning, to a set standard and in a set pattern, while meeting literacy and numeracy requirements. These requirements are measured



in terms of credits. Credits are banked when the set standard has been met. Students must have at least 20 credits in the required pattern to be awarded a QCE. If a student hasn't achieved enough credit to qualify for a QCE by the end of Year 12, she can add to her learning account for up to seven years after leaving school. Once she achieves 20 credits and completes the QCE requirements, the QCAA will award her QCE in the following July or December.

A wide variety of courses of study may contribute towards the QCE. Contributing studies are classified into three categories:

1. Core courses are usually undertaken by students during the senior phase of learning and include General and Applied subjects.
2. Preparatory courses are generally used as stepping stones to further study or training.
3. Complementary courses provide learners with opportunities to develop their skills and knowledge at a higher level.

Different types and amounts of learning attract different amounts of credit towards the QCE. Credit is assigned when a minimum standard of achievement has been reached. A young person must achieve at least 20 credits to be eligible for a QCE. A minimum of 12 credits must come from completed Core courses of study. The remaining 8 credits may come from a combination of Core, Preparatory (maximum of 4) or Complementary courses. Partial completion of a Core course of study may also contribute some credit

Coping with Senior School Workload

The expectations of the Senior School can take some time to accommodate. The level of independence, curriculum rigour, as well as the volume of work, increases with each year level. In the Senior School it is particularly important to exercise effective time management. Teachers and Mentors will provide support and guidance.

Study Sessions

In Year 11 and 12, each subject studied includes a session of independent learning. This provides each student with an opportunity to extend her capacity for self-direction and to effectively manage her priorities. Study sessions are completely silent to allow every student to make decisions uninterrupted about how she will use her time.

STUDENT BELONGINGS

Students are expected to have all necessary books and equipment to fully engage in their learning.

- Each item brought to school must be clearly named. The School does not accept responsibility for unnamed, unmarked property or prohibited items.
- Lockers are to be kept locked when not being used and the combination or key kept secure by the student at all times.
- Monies/valuables may be left at Student Services for safe keeping until required or until the end of the day. Clearly labelled envelopes are to be used for this purpose where practicable.

STUDENT PARENT TEACHER LEARNING CONVERSATIONS

Our Primary teachers will host Parent Teacher Learning Conversations in the last weeks of Term 1 and Term 3.

In the Secondary school academic progress interviews between parents, students and teachers will be held on the last day of Term 1 and Term 3. At these sessions, your daughter's interim progress report will also be available. If you are unable to attend these sessions, please remember that an online meeting can be arranged during the scheduled interviews.

SUBJECT CHANGES – STUDENTS IN YEARS 8 - 12

If you are considering changing subjects you should:

- Obtain a 'Subject Change Form' from the school website and use it to guide you through the process of discussion with teachers and your parents/guardians.
- Take the form to the Deputy Principal - Studies who will liaise with all parties in order to make a decision on the request. There are many factors that must be taken into account before permission is granted.

TEXTBOOK HIRE 7-12

Girls Grammar has a Textbook Hire Scheme so that families are not required to purchase textbooks. This scheme allows us to allocate textbooks to secondary students whilst also allowing materials to be supplied at Primary levels.

Collection

Bring your subject/timetables with you when collecting textbooks from the Library; this will make the selection process quicker for students and families. All textbook loans will be processed by library staff through the V-Library Circulation program. Students are to clearly name their individual textbooks on the hire slip, found on the inside cover of each textbook.

Returns

Year 12

All textbooks used during the academic school year are to be returned to the Girls Grammar Library throughout the last week of the Year 12 year. Exit forms will be signed as student accounts are cleared.



Years 7 - 11

All textbooks borrowed at the beginning of the academic school year must be returned to the library at the conclusion of the year for condition checks e.g. repairs, cleaning. For Year 11, the same textbooks will be re-borrowed to students for the next academic school year. It is your responsibility to have these ready for the first classes of the school year when returning from holidays.

Conditions of Hire

- All textbooks are the responsibility of the student borrower.
- Students are to record their name, year level, and term required & current year on the hire slip in the front of the textbook.
- Students must present all textbooks to library staff for lending.
- Unreturned Textbook CDROMS will incur a full replacement cost of text.
- Damaged textbooks will incur full replacement costs.
- Textbooks not returned by the due date will incur full replacement costs.
- Lost textbooks will incur full replacement costs.
- If books become damaged, it is advisable to bring the item to the attention of library staff for immediate repairs or replacement.
- Students are to remove all sticky notes.
- Required Return Date deadlines are to be met as replacement texts need to be purchased immediately following these dates.

Outstanding items charges:

Resources which are damaged or not returned by the student's last day of attendance at School will be charged through the Girls Grammar Finance Department at full replacement cost plus processing fee. Late returns will not be accepted. This is necessary to ensure full sets of resources are ordered and processed in time for the following academic year.

TOURS – INTERSTATE AND OVERSEAS

Students may be provided with a range of opportunities for travel within Australia and overseas including:

- Sporting Tours
- Ski Trip
- Art/History Tours
- Regional Music Tours
- International Dance/Drama Tours

TRAVEL CONDUCT

Girls Grammar students must behave in a way that ensures the safety and comfort of all bus travellers, as well as the bus driver. It is expected that students will behave appropriately when travelling on the Girls Grammar Bus Passenger Service or any other public transport e.g., buses, trains, planes. Older students will assist younger members of the School community to behave in ways conducive to safe travel.

UNIFORM

The School uniform is a symbol of our community and part of the proud tradition of the School. All students are required to be attired in the full school uniform throughout the day, including while travelling to and from school. Whenever students are wearing the Girls Grammar uniform it should be worn in full. Please refer to [**RGGS-070-POL UNIFORM POLICY**](#) for comprehensive details on the schools uniform policy.

The Uniform Shop

Uniform items are available from the Uniform Shop – Phone 07 4930 0944

Email: rggsshop@rggs.qld.edu.au

Located in Paterson House, the shop stocks approved uniform items (except school shoes and sports shoes). The shop sells uniforms (new and second hand). The shop convenor will be pleased to assist you with your particular needs.

The Uniform Shop gives all families the option of setting up a trading account. This account operates on the basis of a cash, cheque or money order payment as a credit at the shop. A statement is issued to trading account families at the end of each semester.

The shop is open on Monday, Wednesday and Thursday (8.00am – 1.30pm), as well as for extended times during the first and last weeks of the summer holidays. Please refer to the school website or contact School Reception to confirm opening times 4930 0900.

School badges, House badges, Girls Grammar lanyards and Girls Grammar water bottles are also available from the Uniform Shop.



Rockhampton Girls
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