



Rockhampton Girls
Grammar School

Est 1892

2019

Boarding School Handbook



Welcome to Boarding at RGGS

Welcome to the Boarding School Community at Rockhampton Girls Grammar School. Our Boarding facilities at Girls Grammar have been established since 1892. The Boarding Community is a “home away from home” where we hope you will feel a sense of belonging, where you are happy, where you can actively be engaged in your learning and grow in a caring environment. At Girls Grammar we want you to be Clever, Confident and Connected.

The aim of this booklet is to give you 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.

Boarding Houses 2019

Girls Grammar has two boarding Houses, Jackson and Kollar.

Year 6-8	Lower Jackson House
Year 9-10	Upper Jackson House
Year 11	Lower Kollar House
Year 12	Upper Kollar House

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 you are able to socialise and interact with others. These common areas include a kitchen with a full sized fridge, a microwave, a toaster, a kettle and a place for you to iron your clothes. Another common area in the dorm is a comfortable lounge room where you are able to relax, play games or watch TV or DVDs.

Some tips -

- Learn to manage your time effectively including your commitments
- Develop responsibility for self and for others in the community
- Take advantage of academic programs and establish good working habits in a structured environment
- Experience a vast selection of extra-curricular activities which take place within and outside of the school day. Girls Grammar has so many opportunities – take advantage of them.

When you board at RGGS, you don't just join a school, you become part of an extended family. Living in a community like RGGS, you will be in a safe environment to develop your life skills and hopefully enjoy the experience and be happy.

BOARDING CONTACT DETAILS

Each House has its own full time experienced supervisor/s as well as a network of part time staff who are there to help you at all times. There is always one member of staff sleeping at night in each boarding house. The Boarding Supervisor is also available to help you follow schedules, manage health concerns, develop friendships and become an active member of the Boarding School Community.

The Director of Boarding & Student Welfare is Ms Hyde – Mewburn (fondly known as Ms Hyde by Boarders). Ms Hyde is located during the day in her office in Paterson House.

Contact Details	4930 0942	(office hours)
	0407 196 205	(all hours)
	directorboarding@rggs.qld.edu.au	

If you are unable to reach the Director of Boarding & Student Welfare during business hours, please call main reception 4930 0900. Boarding Reception is not open during the hours of 8.00am – 3.00pm weekdays.

Dorm Contact Numbers:

Jackson Dorm	4930 0927, 4930 0928 or 0439 300 906, 0427 213524
Kollar Dorm	4930 1724 or 0439 300 907, 0439 300905

If you are unable to make contact with Dorm Supervisors/Dorm, please call the Director of Boarding.

Full-Time Boarding House Supervisors - 2018

Mrs Ung	suong@rggs.qld.edu.au
Mrs Oliver	chrisoliver@rggs.qld.edu.au
Mrs Marshall	amandamarshall@rggs.qld.edu.au
Mrs Staples	kaystaples@rggs.qld.edu.au
Ms Rattenbury	chrisrattenbury@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 House 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 & Student Welfare.

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 **Director of Boarding & Student Welfare**.

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 you 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 events. 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 are expected to:

- 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

Years 6 – 9 must use the school laundry for all of their washing. Years 10 – 12 can wash their own clothes if they wish in the dormitory laundry that the school has provided. Regardless of year level, all girls must name every personal item of their clothing and linen clearly. The School is not responsible for un-named items being lost.

WEEKDAY ROUTINE

Morning

6.45am	Dorm supervisor wakes all girls
7.00-7.30am	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
8.00am	Roll Call /Dorm Meeting
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 Years 9 - 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.
4.50-5.30pm	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.
5.45-6.30pm	Dinner (all girls must come to dinner) Girls are to be dressed in neat casual clothing and enclosed footwear. No thongs, singlets or short shorts.)

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 they require 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 9-12
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. Girls must hand their own personal mobile phones in to their duty supervisor to be placed in a staff office in the dorm
9.00pm	Lights out for Year 9. Girls must also hand their mobile phones in to their duty supervisor
9.30pm	Lights out for Year 10
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 leaving the dorm for shopping or any other weekend activity.
9.30am	Morning Activities Commence (Girls are able to go to Stockland)
12.30pm	Lunch
1.30pm	Afternoon Activities Commence
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 available throughout the day – provided to dorms)
1.00–4.00pm	Activities Commence
5.00-5.30pm	Clean up – Dorms and grounds, prepare uniforms and shoes for Monday
6.00pm	Dinner
7.00-8.00pm	Study period for Years 6-8 (in class)

7.30-8.30pm Study period for Year 9 (in class)

7.30-8.30pm Years 10 – 12 study period

Sunday night routine after 6.00pm will be the same as weekday night routine due to a school day 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 boarding girl to help her through her first weeks of boarding life. They are expected to be there for the new boarding girls.

CATERING

Meal times

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. The Catering Manager will look after you at meal times. You will have a wide choice of hot and cold food with plenty of fresh fruit, vegetables and salad at meal times. Please inform the Director of Boarding & Student Welfare if you have any special dietary needs.

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 commitments 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.
- 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/guardians who would like their daughters to attend services are asked to nominate the denomination and frequency of Church attendance on the Permission for Boarding House Leave 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 during free time.

You will be allocated certain duties in your boarding house but none of these duties are very difficult. Since most dorms have a roster system, you 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 Sports 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 as Boarders are expected to wear these on activities including shopping.

All clothing items are to be clearly and permanently labelled. Please refer to your confirmation letter for your laundry number.

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.

Underwear

- 9 briefs
- 5 bras

Nightwear

- 2 pyjamas/nightdresses

Shoes

- 1 dress pair
- 1 casual pair
- 1 shower thongs

On occasion the girls hold formal dinners and a smart casual dress and shoes would be appropriate.

Linen (minimum)

- 2 sets of sheets
- 2 pillowcases
- 2 bath towels
- 1 beach towel
- 1 blanket/doona (preferably dacron – 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 2019.

GAL's Great Affordable Linen Packages

Glenda Lisle

PO Box 261, Rockhampton, QLD, 4700

P 07 4937 3514 M 0418 659 033 F 07 4937 3504

grosvenorpark@bigpond.com

boardinglinen.com

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-tack to put up posters/pictures in the bedrooms.
- The school will supply a laptop computer and students should not bring one from home.

BOARDERS' COMMITTEE

Regular Boarders Committee Meetings are scheduled each term. The Director of Boarding & Student Welfare 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.

COMPUTERS

The School provides you with a laptop. 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 family, when the use of social media is permitted (3.00-5.00 in the afternoon).



EXERCISE

All girls 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 one hour
Years 6-9	In groups with a supervisor in attendance

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

HEALTH CENTRE

Open: 8.00am-4.00pm School days.

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 you.

Students in Years 6-8 are accompanied by an adult.

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. 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 or hung on the clothes line outside Kollar House. The school cannot be held responsible if delicate items are damaged through machine washing and drying.



LEAVE PROCEDURES FOR BOARDERS

Leave for boarders is processed online through the RGGGS Boarding School System which connects families to the boarding houses to make requesting and granting of leave efficient, effective and secure.

Enter the following <https://boarding.rggs.qld.edu.au> into your browser, login using parent lounge username and password, and follow the steps to input your leave request.

All overnight leave involving parents and host families will need to be submitted via the electronic system by parents. This is a simple process, enabled by email notifications generated by the system. The Director of Boarding & Student Welfare will be responsible for granting and approving leave.

If a request for leave involves missing school time, a separate request must be made and approved by the Deputy Principal. Please email the Deputy Principal, Michelle Gouge, DeputyPrincipal@rggs.qld.edu.au. Once approval is granted, parents will be able to make application for leave via the boarding school electronic system. This allows the leave to be recorded on the boarding system.

HOST LEAVE

Parents are asked to enter the host details into the RGGGS Boarding System. A responsible host must be aware of the safety of the boarder in their care at all times. RGGGS does not allow boarders to take overnight leave with young hosts, this may include brothers and sisters under 21 years of age.

When a boarder leaves the school for host leave, the students safety remains the legal responsibility of the parent who has requested the leave.

LEAVE WITH PARENTS DURING THE WEEK.

RGGGS recognises the right of access by parents to their daughter at any time. Prior notification allows supervisors the opportunity to check school commitments for the student for the period of leave requested. Boarders are to ensure study commitments and assessments are met when taking leave during the week. Return times for outings during the school week should be by 8.30 pm.

OVERNIGHT WEEKEND LEAVE

Overnight leave is permitted with parents or hosts where names and contact details have been submitted through the electronic leave system. Supervision and responsibility remains with the parents requesting leave.

MAKING LEAVE ARRANGEMENTS

The procedure for parents and other hosts taking boarders out on leave is as follows:

Parents request leave via the RGGGS electronic boarding system (<https://boarding.rggs.qld.edu.au>), to be approved by the Director of Boarding & Student Welfare. Parents will receive an email notification stating the leave is approved.

Hosts are required to announce themselves to the respective boarding house reception prior to pick up.

Boarders must return to the boarding house and be signed back in by the parent or host by 6.00 pm on Sunday evening or Monday morning by arrangement.

CALENDAR EVENTS

We understand that, due to certain events throughout the year on the RGGGS calendar, for example Year 12 formal and public holidays, there is a possibility of reduced numbers in the boarding house. Although we prefer for all students to remain in their own room/ dorms, it is not always possible. Please be aware that if there are less than 10 students remaining in a dorm we may be required to re-allocate staff and students to maximise efficiency.

SIGN OUT/ IN

There is now an option regarding sign out/ in for **weekend leave**. If you come to sign your daughter out on Friday afternoon after 3.00 pm / Saturday for weekend leave and do not wish to go to the dorm where your daughter resides, you may sign out/ in through Kollar House reception. Staff at Kollar House will be able to access the boarding school portal and effectively sign your daughter out/ in.

LIBRARY (LEARNING RESOURCES CENTRE)

The Learning Resources Centre is situated in Lower Jackson House.

Hours: Monday to Friday 8.00am to 4.00pm.

Internet, intranet, photocopying and printing facilities are available for your use at the LRC.

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:**

Phones are not to be taken to the dining room. If you have a phone in the dining room it will be taken from you and handed to the Director of Boarding & Student Welfare.

- 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 engraved with owner's name
- Mobile phone numbers must be registered with each Dorm Supervisor.
- Students in Years 6-10 are required to hand in their mobile phones overnight. The Dorm mistress 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 or Director of Boarding & Student Welfare.
- 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.
- Boarding staff have the right to confiscate mobile phones if they are used during prep times, meal times and/or after lights out.
- Mobile phones that are used inappropriately will be taken from you and given to the Director of Boarding & Student Welfare, where you will need to discuss with her the mobile phone policy and use before your phone is returned to you.

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. silver service dinner, high tea, senior Talent Quest, and other 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 9.30am and returns at 12.30 pm
- 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 Sports shirt.
- Appropriate behaviour

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

Weekdays

Senior girls are permitted one extra shopping excursion per week. Girls must notify the Kollar House Supervisor to seek permission.

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.

STUDY (PREP)

Prep provides you 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 you 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 you 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 – 9.00 pm
- Prep for Years 6-9 takes place in assigned classrooms, supervised by Boarding Staff. Years 10-12 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. Under no circumstances are they to disturb other girls.

BEHAVIOUR AND DISCIPLINE

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 will be forwarded to the Director of Boarding. In the event of a serious breach of discipline or anti-social behaviour, parents will be contacted and an interview with the Director of Boarding and the Principal may need to occur.

TRANSPORT

Transport provided by Girls Grammar 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. 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 Reception 49 300 900 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.
- 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 the Dorm Supervisor or Director of Boarding & Student Welfare.

END OF TERM TRAVEL

Early notification is required for end of term travel. RGGS 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' Card

Host/Visitors' Cards are to be completed by parents/guardians 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' Cards, the school should be notified in writing and a supervisor will add the name and sign the card 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 the Director of Boarding to take their children out at any time.

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

- 3.00pm to 4.30pm on weekdays
- 10.00am to 4.30pm on Saturday and Sundays
- Visitors must sign the Visitors' Book
- Visitors must remain in the designated visitors' area in the courtyard outside Jackson and Kollar Houses.

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 on loan to people which then go missing. Please ensure you keep your valuables safe. Overseas boarders should hand in their travel tickets and passports to the Director of Boarding 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.).

FIRE SAFETY AND ALARM ACTIVATION

Fire alarms are located throughout the Boarding Houses and are very sensitive. If you use a hair straightener you are required to use this in the bathrooms.

Please note that aerosols **are not permitted in the Boarding House** as these set off the fire alarms.

If students use aerosols (deodorant, spray tanning, insect repellent) in the Boarding House and/or hair straighteners in dorm rooms and the alarm is activated, a charge will be incurred for the call out fee at a cost of \$1300.00.



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HER FUTURE

CLEVER. CONFIDENT. CONNECTED.

BOARDING PLUS PROGRAM

A RANGE OF FLEXIBLE BOARDING OPTIONS TO SUIT THE NEEDS OF ALL FAMILIES

Boarding at Girls Grammar currently offers boarding to rural, remote and international students, supported by exceptional care and first class facilities. 125 years of experience in the provision of residential schooling has enabled us to become truly specialist in the important role we play in the lives of our young women.

THIS PROGRAM ALLOWS ACCESS TO A FULL RANGE OF ACTIVITIES AND FACILITIES AFTER HOURS TO CATER FOR ACADEMIC, CULTURAL AND SOCIAL DEVELOPMENT.

ROCKHAMPTON GIRLS GRAMMAR SCHOOL

BOARDING FROM YEARS 6-12

T. 07 4930 0900 E. Reception@rggs.qld.edu.au W. rggs.qld.edu.au

HER FUTURE



WEEKLY BOARDING

Monday to Friday, where students go home for the weekend and return Sunday evening or Monday morning.

\$12,683.00 per year



FLEXI BOARDING

We recognise from time to time families may require flexible boarding arrangements. These include weekends or a short block of time during the School term.

- Casual weekly rate \$360.00
- Casual weekend rate \$80.00 per night

COCURRICULAR BOARDING

Offering day students involved in sporting activities with demanding hours, the option to board a couple of nights per week. For example rowing.

\$75.00 per night (up to four nights)



EXTENDED DAY SCHOOL BOARDING

Offering busy day student families a boarding option from Years 6–12, providing afternoon tea, participation in cocurricular sport or study and dinner. Students are collected by parents at 9.30pm.

Students may take up this option for \$35.00 per day.

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Rockhampton Girls Grammar School

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