



Rockhampton Girls Grammar School

Est 1892

2021

Parent 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, the Northern Territory and internationally. RGGGS 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 the Central Queensland University (CQU) which has established a first-class reputation for its educational offerings and its graduate outcomes.

The School also works in partnership with the Rockhampton College of TAFE which offers an excellent variety of courses and study options for girls seeking to broaden their education.

The School provides a smooth transition across four levels: Early Learning (P-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 9 to 12. Girls in Years 6 to 8 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 thirty-three 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.



2021 Head Girls: Brooke Adams and Hannah Goodwin



Rockhampton Girls Grammar School

Est 1892

2021 TERM DATES

Term 1 (10 Weeks)		
Tue – Mon	19 January – 25 January	Pupil Free Days Staff Planning Days
Tue	26 January	Australia Day Public Holiday
Wed	27 January	Boarders Return Day 2.00pm – Boarder Parent Meeting and Information Session 3.30pm – Information Session for new families 5.00pm - Whole School Family BBQ – all students and families welcome
Thu	28 January	P-12 Term 1 classes commence 8.20am
Wed	10 February	Investiture Day
Fri	12 February	Boarders Long Weekend (Boarders only 6-12 depart at 12.35pm)
Fri	19 February	5-12 Swimming Carnival
Fri	26 February	1-5 Swimming Carnival (2020 postponed carnival)
Thu	1 April	Term 1 concludes for Prep to Year 12 at 12.35pm Primary Easter Bonnet Parade 7-12 Cross Country 7-12 Parent/Teacher/Student Learning Conversations
Fri	2 April	Good Friday Public Holiday
Mon	5 April	Easter Monday Public Holiday
Term 2 (10 Weeks)		
Mon	19 April	Boarders Return Day
Tue	20 April	P-12 Term 2 classes commence at 8.20am
Sun	25 April	ANZAC Day - Dawn Service & Street March
Mon	26 April	ANZAC Day Public Holiday
Mon	3 May	Labour Day Public Holiday
Fri	7 May	Mother's Day Luncheon
Sat	29 May	Year 12 Formal
Thu	10 June	Rockhampton Show Holiday
Tue	22 June	P-12 Athletics Carnival
Fri	25 June	Term 2 concludes for Prep to Year 12 at 3.00pm

Term 3 (9 weeks)		
Sun	11 July	Boarders Return Day
Mon	12 July	P-12 Term 3 classes commence at 8.20am
Fri - Sun	23 July – 25 July	School Musical
Wed – Thu	1 September – 2 September	Year 12 Mock External Examinations
Fri	3 September	Boarders Long Weekend (Student Free Day - Staff Professional Development)
Mon – Thu	6 September – 9 September	Year 12 Mock External Examinations
Fri	10 September	7-12 Naarah's Touch Carnival P-6 Ball games Student Leader Announcements Term 3 concludes for Prep to Year 12 at 12.35pm 7-12 Parent/Teacher/Student Learning Conversations
Term 4 (8 weeks)		
Mon	4 October	Queen's Birthday Public Holiday
Tue	5 October	Boarders Return Day (Student Free Day - Staff Planning Day)
Wed	6 October	P-12 Term 4 classes commence 8.20am
Wed	17 November	Girls Rock
Thu	18 November	Year 12 Graduation
Fri	19 November	Last day for Year 12 Speech Night School day concludes at 12.35pm
Mon	22 November	P-4 Swimming Carnival
Wed	24 November	Transition Day for P-7 (2022)
Thu	25 November	Year 6 Graduation
Fri	26 November	School Party Term 4 concludes for P-11 at 12.35pm
Mon – Wed	29 November – 1 December	Pupil Free Days Staff Planning Days

GIRLS GRAMMAR 2021 PREFECTS



HEAD GIRLS

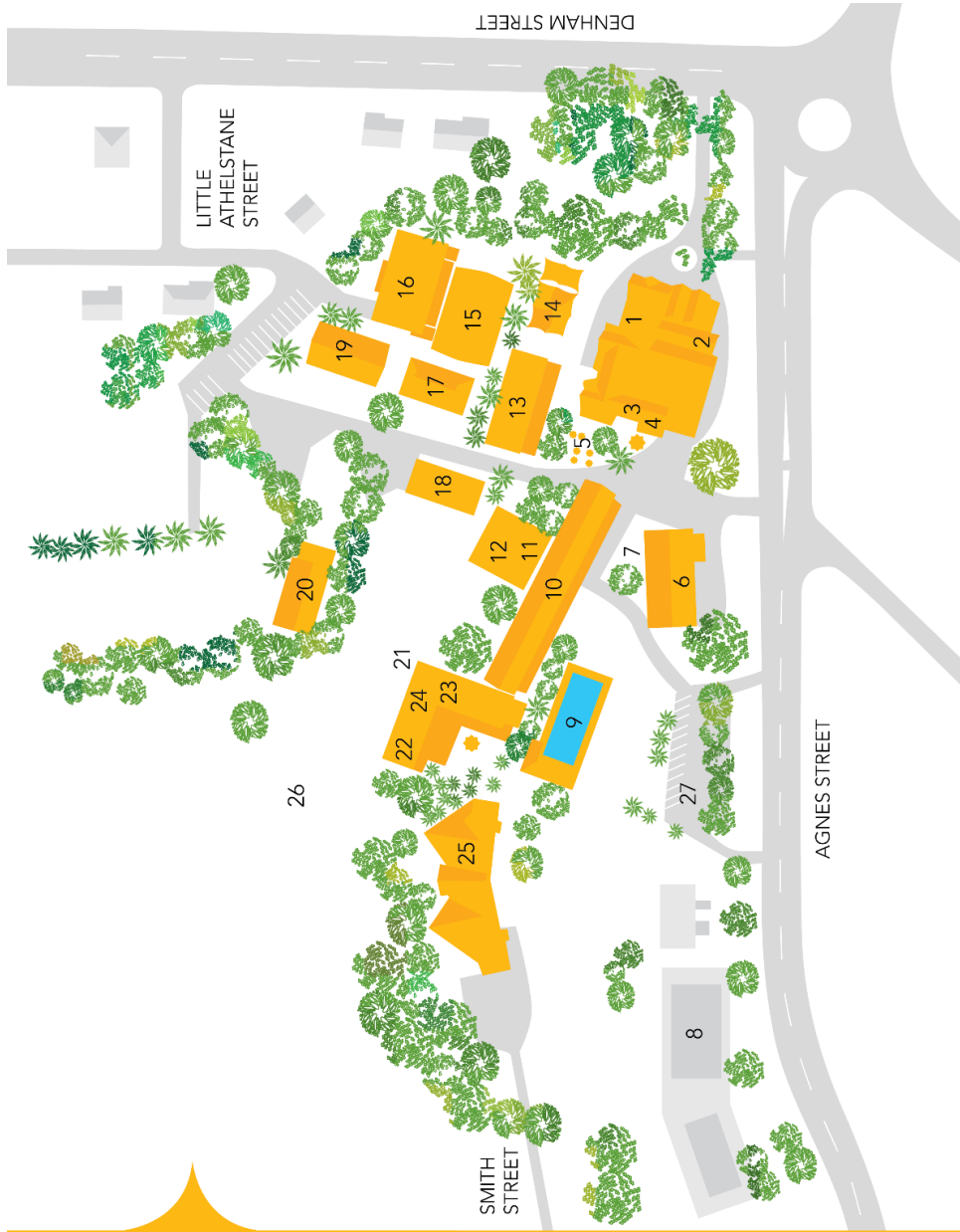
- Brooke Adams
- Hannah Goodwin

PREFECTS

- | | |
|-----------------------|------------------|
| Boarding | Georgia Sherry |
| Secondary | Brooke Adams |
| Primary | Charlotte Graham |
| Academic | Sydney Peff |
| Cocurricular | Tyla Cringle |
| Community and Culture | Emma Jones |
| Downs House | Jessica Leane |
| Paterson House | Zara Priddle |
| Smith House | Hannah Goodwin |
| Williams House | Olivia Sherry |



CAMPUS MAP



Rockhampton Girls
Grammar School
Est. 1892

KEY

1. RECEPTION / STUDENT SERVICES
2. PATERSON HALL
3. DINING ROOM
4. KITCHEN
5. TERRACE
6. MCKEAGUE HALL / SCIENCE LABS
7. LITTLETON PLAZA
8. MULTIPURPOSE COURTS
9. POOL
10. LUCK HOUSE
11. GRANT CLASSROOMS - UPPER LEVEL
12. ART ROOM - LOWER LEVEL
13. PRIMER HOUSE
14. SAILS COURT
15. CAB UNDERCOVER AREA
16. MAUD BENDALL CAB
17. P&F SHOP
18. DISCOVERY CENTRE
19. HEALTH CENTRE / H2 CLASSROOM
20. EARLY LEARNING CENTRE
21. MCOURTIZ MULTIPURPOSE HALL
22. BOARDING OFFICE
23. DOROTHY MULDER LIBRARY
24. JACKSON HOUSE FLOORS 1 AND 2
25. KOLLAR HOUSE
26. SPORTS GROUNDS
27. STAFF CAR PARK

GIRLS GRAMMAR GOVERNANCE AND LEADERSHIP

Board of Trustees

Principal

Business Manager and Board Secretary	Deputy Principal – Students	Deputy Principal – Studies	Head of Boarding
Finance / HR / Administration Team	Wellbeing Team	Curriculum Team	Boarding Team
<ul style="list-style-type: none"> Facilities and Services Manager Alumni Officer 	<ul style="list-style-type: none"> Director – Middle Years Director – Primary Transition Officer Learning Enhancement Coordinator Teachers Teacher Aides Cocurricular and sports staff 		Boarding staff

BOARD OF TRUSTEES

Board Chair	Jenny Luck
Deputy Chair	John (Ross) Johnson
Audit and Risk Committee Chair	Ken Murphy
Treasurer	Anni Bastin-Byrne
Members of the Board	Hilarie Dunn, Cale Dendle, Alexandra Becker
Secretary to the Board	Clair Applewaite

GIRLS GRAMMAR STAFF

EXECUTIVE

Principal	Deanne Johnston
Deputy Principal - Students	Kara Krehlik
Deputy Principal – Studies	John Fry (Dr)
Business Manager	Clair Applewaite
Head of Boarding	Stacey McCarthy

MIDDLE LEADERS

Director – Middle Years	Christie Dey
Director – Primary	Jacqui Goltz
Facilities and Services Manager	Kasey Mitchell

Teaching Staff

Deanne Johnston	Principal
Kara Krehlik	Deputy Principal – Students
John Fry	Deputy Principal - Studies
Laryssa Anger	Arts
Lee Bartlem	English
Donna Bennett	Year 3
Michelle Boicos	Visual Art, English
Jayden Borg	Science, Technology, VET
Brittainy Churchill	Year 5
Jessica Dawes	Music
Greta Doherty	Health and Physical Education
Christie Dey	Science, Technology
Sian Fullagar	Mathematics
Scott Fuller	Sports Master, Health and Physical Education
Jacqui Goltz	Year 6
Nicole Graham (Sem 1)	LOTE, Humanities
Maite Lacoste Sanchez (Sem 2)	LOTE
Vanessa Hemson	Year 4
Nadine Kelly	Learning Enhancement Coordinator, Year 6
Jade Ladewig	English
Jessica Lamb	Drama
Stephanie Marston	Business
Salena McBride	Science
Linda McLeod	English, Teacher Librarian
Veronica Miller-Waugh	Transition Officer, Business, Humanities, VET
Paul Morris (Sem 1)	Mathematics
Bronte Evetts (Sem 2)	Mathematics
Gabriel Nader	Mathematics, Science
Stacey Rogers	Food and Textiles
Renee Ruhle	Year 2 (Sem 1), Sports Master, Health and Physical Education (Term 3)
Katelyn Schultz	English, Humanities
Corinne Shaw	Prep and Year 1
Natalie Spence (Sem 2)	Year 2
Sheena Tickner	Mathematics, Science
Emma Whitehand	Humanities, English



2021 CARE MENTORS

Year Level	Care Mentors	Room/s
Prep & Year 1	Mrs Corinne Shaw	ELC
Year 2	Ms Renee Ruhle (Semester 1) Miss Natalie Spence (Semester 2)	Discovery Centre
Year 3	Mrs Donna Bennett	Discovery Centre
Year 4	Ms Vanessa Hemson	Grant
Year 5	Miss Brittainy Churchill	Grant
Year 6	Mrs Jacqui Goltz	H2 (H Block)
Year 7/8/9 Williams	Mrs Salena McBride	Luck 1
Year 7/8/9 Paterson	Mrs Christie Dey	CAB 8
Year 7/8/9 Smith	Mrs Stacey Rogers	Primmer 4
Year 7/8/9 Downs	Mrs Sian Fullagar	Primmer 5
Year 10	Ms Veronica Miller-Waugh	Primmer 1 & 2
Year 11	Mrs Lee Bartlem and Mr Jayden Borg	Luck 3 & 4
Year 12	Mrs Emma Whitehand	Luck 5

Enrichment Staff

Learning Enrichment Coordinator	Nadine Kelly
Library Resource Centre	Linda McLeod
Lab Assistant	Anoja De Silva
Teacher Aides	Leonie Carroll, Chris Rattenbury, Leanne Bath
Transition Officer	Veronica Miller-Waugh

Administration Staff

ICT Manager	Matthew Cook
IT Technician	Matthew Temenczko
Enrolments Officer	Wendy Sheppard
Personal Assistant to the Principal	Kerry Clarke
Reception	Emily McKelvie and Michelle Birse
Student Services	Di Mallyon
Boarding Administration	Matilda Lorraway
HR Officer	Meggan Beutel
Workplace Health and Safety	Belinda Thorburn
Alumni Liaison Officer	Kim Dixon
Community and Marketing Officer	Rachel Hinton

Finance Staff

Business Manager	Clair Applewaite
Accountant	Angie Olman
Accounts Receivable	Louise Williams
Accounts Payable and Payroll	Emily Conrad

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

OSHC Coordinator	Barbra O'Neill
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Instrumental Teachers

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

Choir and Ensemble Leaders

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

Health Centre

Health Centre Coordinator	Linda Knowles (RN)
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Boarding House Staff

Head of Boarding	Stacey McCarthy
Boarding Administration	Matilda Lorroway
Boarding Supervisors	Su Ung, Kay Staples, Leanne Bath, Gail Buchanan, Mary Joan Dorante, Lily Kittelty & Rachel Warcon

Catering Staff

Catering Manager/Chef	Kent Reid
Cooks	Raelene Bendall, Glenda Wisley
Dining Room staff	Arelene Aidiss, Maree Fisher

Uniform Shop

Michelle Birse

Grounds and Maintenance Staff

Head of Maintenance	David Eyles
Grounds Staff	Peter Hunt, David Pizzini
Transport	Tom Cook, Chris Rattenbury, Zachary McCarthy, Neil Armstrong



CONTACTS

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

	Email
Principal: Deanne Johnston PA to Principal: Kerry Clarke	principal@rggs.qld.edu.au
Deputy Principal - Studies: John Fry	johnfry@rggs.qld.edu.au
Deputy Principal - Students: Kara Krehlik	karakrehlik@rggs.qld.edu.au
Head of Boarding Stacey McCarthy	boarding@rggs.qld.edu.au
Business Manager: Clair Applewaite	businessmanager@rggs.qld.edu.au
Reception: Emily McKelvie and Michelle Birse	reception@rggs.qld.edu.au
Student Services (absences): Di Mallyon	studentservices@rggs.qld.edu.au
Academic Staff:	firstname.lastname@rggs.qld.edu.au or through Parent Lounge
Enrolments: Wendy Sheppard	enrolments@rggs.qld.edu.au
Boarding Enquiries: Matilda Lorroway or Stacey McCarthy	boarding@rggs.qld.edu.au
Accounts: Louise Williams Emily Conrad	accountsreceivable@rggs.qld.edu.au accountspayable@rggs.qld.edu.au
Facilities and Services Manager: Kasey Mitchell	facilitiesmanager@rggs.qld.edu.au
Workplace Health & Safety Officer: Belinda Thorburn	belindathorburn@rggs.qld.edu.au
Alumni Liaison: Kim Dixon	alumni@rggs.qld.edu.au
Learning Enhancement: Nadine Kelly	learningenhancement@rggs.qld.edu.au
Library Resource Centre: Linda McLeod	library2@rggs.qld.edu.au
Health Centre: Linda Knowles RN	healthcentre@rggs.qld.edu.au
Uniform Shop: Michelle Birse	rggsshop@rggs.qld.edu.au
Out of School Hours & Vacation Care: Skippy's Early Learning Centre	oshctherange@skippys.com.au

STUDENT TIMETABLES

The Timetable

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

Assemblies take place each week for Years 6-12 and there is one lesson in which cross age meetings may take place or guest speakers may present as part of the Personal Development / Care Program.

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.

My daughter's Mentor is:

Contact details:

	Monday	Tuesday	Wednesday	Thursday	Friday
Care 8.20-8.50	P-12 CARE	5-12 Type Three Writing	Care (8.20am) Assembly (fortnightly - 8.40am)	P-12 CARE	P-12 CARE
Lesson 1 8.50-9.40			House or Sister Meetings (fortnightly – 8.40am)		
Lesson 2 9.40-10.30					
Morning Tea 10.30-10.55					
Lesson 3 10.55-11.45					
Lesson 4 11.45-12.35					
Lunch 12.35-1.20					
Lesson 5 1.20-2.10					
Lesson 6 2.10-3.00				Enrichment Club	

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”. This means that parents of a child of compulsory school age must:

- enrol the child at a school
- ensure they attend school on every school day (s 176 Education (General Provisions) Act 2006 (Qld) (Education Act)).

A child is ‘of compulsory school age’ from six years and six months until they turn 16 or they complete Year 10 (whichever comes first) (s 9 Education Act).

Girls Grammar believes:

- Daily school attendance is important for success in education and to ensure young people don't fall behind, academically, socially or developmentally.
- School participation maximises life opportunities by helping students to develop important skills, knowledge and values which set them up for further learning and participation in their community.
- Regular attendance at school, including camps and activities, enables students to develop a sense of belonging to a peer group and assists in building resilience and social skills.
- Inconsistent attendance is detrimental to children's progress, and holidays extended into term time are firmly discouraged for the same reason.

Acceptable reasons for student absences include:

- Illness.
- Family trauma or bereavement.
- Events of cultural significance.
- Participation in a school organised activity e.g. work experience.
- Representation in elite sporting/cultural activities.

Examples of unacceptable reasons for absence are:

- Truancy.
- Shopping expeditions with or without caregiver.
- Part-time or casual work (including travel to and from such work).
- Appointments which could be made out of school hours (including haircuts, driving lessons / tests).
- Family holidays.

To minimise the disruption to student learning, Girls Grammar requests families not to schedule holidays during school time.

Permission for special leave can only be obtained from the Principal via the Deputy Principal - Students. Please email karakrihlekar@rggs.qld.edu.au prior to the expected leave.

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 must be provided.
- **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 note to the student to hand in when signing out (phone calls and emails are also accepted prior to the absence).
- **Days absent will be recorded on all student Academic reports.**



BEHAVIOUR MANAGEMENT PLAN

Level 1- Teacher/Boarding Staff Monitored

Behaviour	Possible Responses
Late to class	Reminder of expectations
No planner/ incorrect use of planner	Verbal re direction
Leaving class without permission	Give choice/ warning
Disrupting class	In class separation or isolation
Minor disobedience	Remain behind for a talk
Low level offensive language	Detention – make up time (lunch/spare)
Failure to submit work, insufficient work or effort	Community service
Name calling, disrespectful behaviour	Parental contact
Incorrect uniform	
Littering	
Misuse of ICT	

Level 2- Middle Leader Referral

Behaviour	Possible Responses
Persistent Level 1	After school detention
Refusal to follow directions/ participate	Subject monitoring sheet
Nonattendance at detention at Level 1	Subject withdrawal – senior class
Disruption in class that affects teaching and learning	IT use withdrawn
Continual lack of effort in class	Playground withdrawal
Non-submission of work	Restrictions on cocurricular
Repeated minor offences	Parent contact will be made
Repeated incorrect uniform	
Repeated late to school	
Repeated inappropriate behaviour	

Level 3- Deputy Principal Referral and consultation with Principal

Behaviour	Possible Responses
Persistent Level 2	Restitution
Breaches of Student Code of Conduct including bullying, harassment, inappropriate language	Daily monitoring sheet
Significant graffiti or vandalism	Subject Withdrawal
Serious offences against students/ staff e.g. swearing, violence, threats, disrespect	Community Service
Assault/ hands on/fighting	Internal Suspension
Suspicion of smoking	External Suspension (1-10 days)
Dangerous behaviour	Exclusion from cocurricular
Persistent lack of effort in a range of subjects	Parent contact will be made
Theft	You may be asked to show cause re removal of badges of office
Banned items – of safety concern	

Breaches of the School's ICT and Social Media Policy	
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Level 4- Principal

Behaviour	Possible Responses
Repeated Level 3 Smoking, illegal drugs, substance abuse or possession of drug instruments/paraphernalia Assault/ Fighting Serious theft/ vandalism Threats of violence, dangerous or aggressive behaviour, swearing/ language, abuse Supply/ consumption or distribution of alcohol Sharing inappropriate images Threatening or impugning the reputation of staff Possession of weapons Repeated failure to respond to suspension Refusal to participate in the course of instruction despite intervention	Police notification Restitution Cancellation of enrolment Suspension Exclusion Removal from excursions, trips, camps, cocurricular, school representation Possible removal of badges of office

SAFE LEARNING ENVIRONMENT

The School aims to develop each student's self-respect, self-esteem and resilience: respect for the feelings, rights and property of others; to encourage each student to make appropriate behaviour choices and to take responsibility for her own actions.

Girls Grammar aims to build within its student body mutual respect and consideration of others and an acceptance of people's differences.

Bullying (also referred to as harassment) is repeated behaviour (or threatened behaviour) that is humiliating, intimidating, undermining or threatening. It may be verbal, non-verbal, emotional, social, electronic or physical, and conducted by an individual or group against others.

Behaviours which may constitute bullying are not common at Girls Grammar. However, the following definitions may help students identify inappropriate behaviours:

PHYSICAL	VERBAL	SOCIAL	NON-VERBAL	EXTORTION
Stand over tactics	Name calling	Talking about others	Threatening body language	Demanding money, food or possessions
Hitting/punching	Threats	Writing notes about others	Hand or body gestures	
Property taken and thrown around	Abuse	Use of electronic media to spread misinformation, and rumour, or to threaten	Exclusion	
Taking and hiding property	Unwanted requests	Being left out	Facial expressions	
Borrowing without permission	Suggestive or unwanted comments	Being ignored		
Tripping	Obscene or vulgar language	Rejecting		
Grabbing	Teasing/taunting/Intimidation	Ostracising		
Pushing/jostling		Instilling fear		
Unwelcome touching				

Girls Grammar will uphold the following principles:

- Seek to prevent bullying and harassment from happening in our community.
- Regularly raise awareness about bullying and harassment so that everyone understands their rights and responsibilities.
- Deal with any bullying or harassment complaint seriously, sympathetically, quickly, impartially (fairly) and confidentially.

- Ensure that no-one is victimised for either making a bullying or harassment complaint or for supporting someone who has made a bullying or harassment complaint. Girls Grammar will help to provide whatever reasonable support is necessary.
- Action may be taken against anyone who victimises another person because they made a bullying or harassment complaint or supported someone who has made a bullying or harassment complaint.
- Implement appropriate action to ensure as far as possible the risk of bullying or harassment is eliminated or significantly reduced.

What should you do about bullying and harassment?

Anyone within the Girls Grammar community observing or having knowledge of bullying or harassment must act and not ignore the behaviour.

The prevention such behaviours is the responsibility of all members of the Girls Grammar community. If you or someone else is being bullied, *tell someone*.

You can seek help from:

- Your Care Group Mentor
- The Head of Boarding
- The Deputy Principal – Students
- The Deputy Principal - Studies
- The Principal
- A member of the boarding staff
- A teacher
- A friend
- Other members of staff
- The Health Centre Coordinator
- Your parents / guardians

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 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 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 'ICT Responsible Use' guidelines.
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.
Extending innovation and entrepreneurship	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 environments	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 the part they play in shaping the Girls Grammar story.	Recognise and respect that by joining the Girls Grammar community I am an ambassador for the extended Girls Grammar community.	Support Girls Grammar in ensuring that, as an ambassador for the School, my/our daughter recognises that she is part of a 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.
RGGS Policies	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 Group Mentor who will work closely mentoring students. The Care Group Mentor will form the 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, friendship issues, workload issues etc. The Boarding House mistresses are the first connection point for students and families regarding any areas of concern in relation to boarding.

Student Wellbeing Program

Students from Prep to Year 12 will engage in a range of learning experiences through the Care program, which is designed to facilitate social, emotional, and moral development. Further information about the Wellbeing Program can be found in the School's *Care Program Position Paper*.

STUDENT LEADERSHIP OPPORTUNITIES

Leadership through service is the guiding principle of students wishing to take on leadership responsibilities. Leadership occurs within our School community in many ways. Leadership can mean organising and speaking at School Assemblies; spending time with your new 'Little Sister' or making sure a student feels they are being heard. Leadership is about knowing, understanding and respecting the School community; building trusting relationships, learning about others and learning about yourself.

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

All students at Year levels 4-12 are involved in vertical House groups led by Prefects. All students will also be members of one of the Student School Committees or Student Councils.

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 the dormitories. 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 cybercitizens. 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 characterize 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 RGGGS Learning Cloud and utilize 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 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 *Responsible Use of ICT 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 not an essential part of the school curriculum and it 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 3-10)
- 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:

- Brain Bee Quiz
- EQ Constitutional Challenge
- 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 7/8 Maths Quiz
- OptiMinds
- Australian Primary Schools Mathematics competition
- BEAQ Keyboarding Competition
- AMEB Exams
- RACI titration Competition
- ANU Chemistry Quiz

ASSEMBLIES

Secondary School assemblies are held each week for Years 6-12 and as per the calendar for Primary assemblies. 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.

Guidelines for Students:

- The assignment must be your own work. Unreferenced use of another's work (plagiarism) is a serious offense.
- You must take responsibility for maintaining current assessment knowledge and ensuring you are familiar with requirements.
- You will benefit from adhering to draft and submission deadlines (as outlined on the task sheet provided by your teachers).
- You should complete and submit all assignments before or by the due date. Assessments are to be submitted to the subject teacher in the subject lesson on the due date.
- You are required to submit evidence of attempting the required assessment, by meeting checkpoint and draft deadlines prior to the final submission. Checkpoint and draft deadlines are set by the subject teacher in a reasonable and continuous timeline.
- If you do not submit your assessment to the subject teacher on the due date you will be awarded a result based on your draft work or, in some circumstances, an alternative task may be set for you to complete at School.
- If you are absent on the due date you should arrange to have your assignment delivered to Student Services (by email or personal delivery) by 3.00pm. If the task you miss is an oral presentation you should ensure that the written version of the presentation is delivered to Student Services by 3.00pm. Medical certification is required if assessment is late due to illness. Email: studentservices@rggs.qld.edu.au.
- Extensions may be given at the discretion of the Deputy Principal - Studies. Applications for extensions must be submitted on the 'Request for Alternate Assessment Date' form, (available from the school website), and discussed with your class teacher. Applications should be submitted at least two days prior to the assessment due date. Extensions will only be granted where drafts have been sighted by the subject teacher.
- Technology failure (computer or printer) will not be accepted as an excuse for non-submission on the due date. You are expected to take adequate precautions to guard against losing computer files or not being able to print e.g. save your work regularly and ensure a backup copy (external hard drive or memory stick). You are also encouraged to regularly save work to your personal drive on the school network (which is backed up regularly).

Examinations

Students will be provided with clear information on the scope of each examination and will be given appropriate revision time. Teachers will vary tasks from year to year in each subject.

During formal testing, examination conditions apply from the moment the teacher begins the distribution of the papers until the last papers are collected.

These conditions include each student:

- being seated as far away from other students as possible.
- avoiding verbal and non-verbal communication with other students for the duration of the testing.
- raising a hand to indicate a problem.
- providing her own equipment during the test, although the teacher may be able to assist with materials in some circumstances.
- being accompanied by another teacher if she needs to leave the examination room during testing.
- remaining in the examination room for the duration of the examination.

Extensions for Assessment

Claims for extension of time due to illness will be considered on a case by case basis. If the illness occurred well before the due date and was of short duration an extension would not normally be granted. Students will need to complete the 'Request for Alternate Assessment Date' form (available from the school website). This form has to be signed by the appropriate subject teacher. Decisions on the nature of the special consideration will be made by the Deputy Principal - Studies in consultation with the subject teacher.

Students in Years 10-11 who miss an assessment task due to illness may need to provide a medical certificate. Students in Middle and Primary who frequently miss assessment tasks due to illness should discuss ways to minimise the impact of absences on learning. Students in Year 12 will need to follow the QCAA AARA guidelines.

Students in Years 11 and 12 studying Applied and General subjects who experience difficulty meeting draft dates or similar progress indicators will be supported by the School in the following way:

- The subject teacher will discuss concerns with the individual student.
- The subject teacher will contact parents/guardians to discuss support strategies.
- The subject teacher will advise the Deputy Principal - Studies.
- The Deputy Principal - Studies will, depending on individual circumstances, follow up with the student and/or parent/guardian.

Late Submission and non-submission of assessment

Evidence collected as part of the teaching, learning and assessment process may be used to make judgments when, for example, a student:

- partially completes an assessment instrument
- does not submit the assessment instrument by the due date
- does not complete a scheduled assessment instrument
- refuses to complete an alternative assessment instrument.

No penalty for lateness will be awarded. No grade can be awarded for work not submitted as there is no evidence to support any level of achievement

- In the instance of incomplete folios, a student's level of achievement will be decided upon in accordance with the existing evidence.
- A modified assessment task may be required to determine a student's understanding or ability.
- If a student does not submit a response to an assessment item by the due date (or an approved alternate date) teacher judgment will be made using evidence available on or before the due date.
- If a student is absent for a number of assessment items, it may be more appropriate for an NR (Not Rated) result to be given on the report. In Years 11-12, non-completion of assessment will result in no credit being gained for that assessment item and may result in no credit being gained for that subject. This will impact upon eligibility for the Queensland Certificate of Education (QCE),

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.

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. You should never allow yourself to feel unsafe without reporting it to someone you trust.

Who should I tell if I am not feeling safe at school or at home?

Anyone on staff. If you do not feel like talking to a member of staff, you may like to send an email.

What will happen if I report what is happening to a member of staff?

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Principal.

What if I don't want the member of staff to tell the Principal?

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student of the School then the law says that the matter must be reported to the Principal and it may have to be reported to the Police. If the staff member has no choice about reporting what you have told them to someone else, he or she will explain to you exactly what will happen next.

What should I do if I require more information?

The School's complete Child Protection Policy is available on the School's website <https://rggs.qld.edu.au/wp-content/uploads/2018/02/Child-Protection-Policy-Declaration.pdf> or at the School reception. You are free to discuss the Policy with the Principal if you wish to clarify any matters.

Remember the most important thing is that you feel safe and free from harm. You must tell someone if you are being harmed or afraid that you will be harmed.

COCURRICULAR PROGRAM

All students are encouraged to participate in at least one (1) 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.



COLLECTION OF STUDENTS FROM SCHOOL

- The School day concludes at 3.00pm. Early Learning Students must be collected from the Early Learning Centre and signed out by a parent/guardian or previously nominated person. Students departing prior to 3pm must sign out at Student Services.
- Any Primary student not collected by 3.25 pm will be escorted to the main office Reception area and can be collected from this location before 4.00pm (After school care is available at the Early Learning Centre).

COLOURS

Students are awarded for outstanding contribution to the school community through academic, cultural, sporting, club and individual colours (for outstanding achievements outside of the school community). Colours are awarded at progressive levels including School, 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 the Academic award based on GPA.

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 the Academic award based on GPA.

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 10 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 automatically 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.

COMMUNITY LINKS

Girls Grammar has a community service focus. This is brought to fruition through action, fundraising (mostly from free /dress days) and through raising awareness at Assemblies. Activities include, but are not limited to:

- Anzac commemoration services
- Pink Gate (breast cancer research)
- Mothers' Day Luncheon (Family Day)
- Race Day Event (Friend raising)
- Daniel Morcombe Day (Child Safety)
- White Balloon Day (Child Safety)
- Funky Hair Day (Cancer Research)

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' form (available from Student Services). 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 license 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 Dorm Mistress.
- Students are not permitted to return to or use their motor vehicles during regular school hours (8.20am to 3.00pm).

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, or one other member of school staff designated by the Principal, 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.

Fire Safety

If you discover a fire, day or night:

- Operate the nearest button or alarm system
- Make your way as quickly as possible to the evacuation point.

On hearing the alarm:

- Do treat it as genuine. No matter how many times the alarm has sounded previously for no apparent reason. Failure to react correctly could endanger your life and the lives of others.
- Stop what you are doing immediately. Switch off electrical equipment. Close any windows in your near vicinity and exit the room. The last person out should close the door.
- Move quickly, without running, to the designated assembly area.
- 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 at the upper car park in Agnes Street.
- Do not leave the Assembly Area until directed to do so by the Principal or Boarding Head of House.

Maps showing the assembly points are posted on all school notice boards and dormitory doors in Boarding. An evacuation drill will be held in the day school and in boarding each semester to ensure all new students are aware of the procedures. Teachers will remind students of the lockdown and evacuation procedures during the Care Meeting each semester.

EXCURSIONS

Curriculum-based excursions are important elements 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 for all excursions is provided through the Parent Lounge. Students who have not been granted permission through Parent Lounge will remain at school and miss the activity. For Parent Lounge access please see Student Services. An excursion fee will still be charged regardless of non-attendance if the school has incurred a fee for the student.

FIRE SAFETY AND ALARM ACTIVATION

Fire alarms are located throughout the school and are very sensitive.

The use of aerosols **are 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 \$1350.00. 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 for student fundraising for charity organisations. On these days students may choose to wear the School uniform or smart casual clothing (with closed-in shoes). Students should avoid clothing which: reveals midriff or bra straps, short shorts, short skirts, shoestring straps, open-toed shoes, inappropriate logos. As we are a SunSmart School shoulders must be covered and a hat must be worn. Students are encouraged to participate as these days are always to raise awareness and community conscience, and often to raise money for charities.

GRIEVANCES

As a member of the Girls Grammar School community, you have the right to have your complaints/grievances heard and dealt with.

This can be completed by referring to the Grievance Procedure Policy found on our website, rggs.qld.edu.au

HEALTH CENTRE

The school has a Health Centre with a full-time Health Centre Coordinator who is a Registered Nurse. Minor ailments for Day students may be treated at the school. In other cases, a parent will be contacted and requested to collect the student. In an emergency, the student will be taken to a doctor or 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 after as practicable.

Students who feel unwell during the school day must seek permission from their teacher prior to visiting the Health Centre.

Students requesting collection due to illness, must present to the Health Centre prior to contacting parents.

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. Please advise the School Nurse in relation to any new medical conditions or needs that your daughter may have that are not mentioned on her records.

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 and prep so that girls can plan their home studies program.

Day students are very welcome to remain at School in the afternoon to access resources in the library (Mulder Learning Resource Centre). They need to check in with at the Boarding Office (in case students need to be found for parents or for messages, etc.). Girls who would like to join the Boarders for prep time must gain permission from the Head of Boarding. Day students are not permitted in the boarding houses without permission from boarding staff.

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
- Stop 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
- Gardening

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 their possessions. Lockers should be locked at all times. Food should not be left in lockers. Students are to supply their own padlocks. Students will need to replace locks which need to be cut open.

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 is 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. Parents need to be aware of the capacity of the handheld devices they purchase for their daughters and the associated costs. Parents need to be aware that mobile phones routinely connect to social media through internet which is not monitored or filtered by the school.

The School promotes the responsible use of mobile phones with procedures that include:

- Mobile phones are not to be used during learning time (classes and during Prep for Boarders).
- Students are responsible for the security of their mobile phones. The School accepts no responsibility for lost, stolen or damaged mobile phones.
- Boarding Students in Years 6-12 will hand in their mobile phones each evening.
- No phones are to be used while eating in the Terrace area or dining room.

A full copy of the Mobile Phone Guidelines is available on our website www.rggs.qld.edu.au/policies-standards.

MULDER LEARNING RESOURCE CENTRE (LIBRARY)

Advice for Students:

- Your library is the place to come to for quiet work, relaxation, socialising with friends or just catching up on the latest news. We encourage friendliness and respect for others.
- **Staff:** Library & Resource Coordinator: Linda McLeod
- **Open Hours:** 8.00am to 4.00pm Monday, Wednesday, Thursday; 8.00am to 3.00pm Tuesday & Friday
- Be respectful and acknowledge library staff upon entry.
- **Borrowing** - All borrowing is automated and to be processed through the Circulation desk. P- Years 6 scan a library card and Years 7-12 can use your school ID cards.
- **Areas of the Library include:** General Fiction (15yrs+), Teen Fiction (9–14yrs) and Junior Fiction (4yrs+), Junior Non-fiction, Picture Books, Non-fiction and Senior Reference, Reality Reads, group study tables and couches for silent reading. The collection provides resources to support your studies and your recreational interests and reading for pleasure
- **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 and accessioning fee of those items.
- **Manual Loans Register** - Students must use this to record all loans out of hours borrowing.
- **Mobile Phones are to be switched off or to silent whilst in the Library**
- **Newspapers and Magazines** – Girls Grammar subscribes to many publications of print media for student enjoyment and research. These publications include: TIME, National Geographic, Issues in Society, Bella, Australasian Science, New Scientist, Australian Geographic, Helix, Central Telegraph, Courier Mail, QLD Country Life, and Central QLD News and the Australian.
- **Overdues** - Overdue notices are sent directly to students via school email accounts. Overdue notices for Primary students, Prep-6, 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.
- **Overnight Loans of AV equipment** - These may be borrowed after 3.00pm and must be returned before Period 1 the following morning during the week, or if borrowed on Friday, before Period 1 on Monday.

- **Research** - When using items from the shelves for study or class workplace items on the trolleys provided. All bibliographies are set out using the APA referencing style.
- **Returns** – All items are to be placed in the Library Returns Shute upon entry to the Library or on the Circulation desk.
- **School Bags** – ALL bags are to be left outside the library area on the supplied bag racks.
- **Senior Study Centre** – Year 11&12 students use the Senior Study Area for individual silent study lessons during class time. Study tables and bays are provided for your comfort.
- **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. Secondary students are encouraged to attend.

MUSIC

Refer to the Instrumental Music Handbook for more information

Rockhampton Girls Grammar School has a Music Program which includes concert bands, choirs, stage band, chamber groups, and an internationally acclaimed Wind Symphony. All music groups perform regularly at major venues, both nationally and abroad.

Instrumental Tuition

Approximately 30% of Girls Grammar students are learning an instrument or studying voice at Girls Grammar. Lessons are offered on an individual basis and attract an additional fee. Tuition is available in the following instruments: flute, oboe, clarinet, saxophone, piano, violin, viola, cello, trumpet, trombone, tuba, saxophone, theory and voice. Please contact the Instrumental Music Department for more information.

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

NAME BADGES

Students and staff wear name badges. These are supplied by the school upon enrolment. Students will be charged for replacement name badges if they are lost or damaged.

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
- Denham Street Gardens
- All classrooms except during class or prep times, or as specified by a staff member (Teacher/Boarding staff)
- The dormitories during the day for boarders and at all times for Day Girls (except when given permission by a senior member of staff)
- Staff work rooms

OUT OF SCHOOL HOURS CARE (OSHC)

An Out of School Hours Care (OSHC) Program, run by Skippy's The Range, operates in the Early Learning Centre and 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.

OSHC:

- provides meaningful programs, which incorporate elements of play with elements of daily real-life experiences.
- recognises freedom of choice in experiences, balanced with age-appropriate programming and opportunity for support child-initiated planning.
- treats children, parents, staff and relevant community members with respect
- recognises parents as having the primary responsibility for the upbringing, protection and development of their children. Girls Grammar OSHC aims to support parents in that role.
- encourages and welcomes open discussion on all issues relevant to the Girls Grammar OSHC operation.

Please contact Barbra O'Neill for all enrolment and booking enquiries for the OSHC service. Please email oshctherange@skippys.com.au or phone 0478 897 210.

ORIENTATION PROGRAM

To assist all new students to settle into life at Girls Grammar, an Orientation Day is held prior to commencement. Boarders also have the opportunity to stay in the Boarding House overnight to assist their smooth induction into boarding life.

PRIMARY SCHOOL

Before and After School Routine

The classrooms open at 8.20 am; however, if you wish to drop your daughter at School before 8am, there will be a supervisor at the Early Learning Centre from 7.15am. If your daughter is arriving before 8am please ensure you sign the sheet located in the ELC when she arrives.

In the afternoons, School concludes at 3.00pm. In Prep –Year 1, your daughter will need to be collected from the undercover area of the Early Learning Centre. Here each student will be signed out by a parent/guardian or previously nominated person. This is a safety policy which ensures that we know where the girls are, who has been collected and by whom.

We recommend for students in Year 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 the child's 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.

Parent involvement includes:

- attendance at special activities, events and functions
- volunteering time, reading activities, classroom support

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 P-12. In Early Learning this allows a period of time when parents can be with their child for the start of the School day. Our school day concludes at 3.00pm for all year levels.

SENIOR SCHOOL

Academic Conversations

The Deputy Principal - Studies will meet with each Senior Student in 2021. 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.

Year 12 Formal

The School honours our Senior students in their most academically challenging year of secondary schooling by hosting the Senior Formal. Seniors need to keep perspective and know that they should respect those who honour them: their parents, younger students and the wider school community. We look forward to celebrating the Seniors and welcome everyone to join us for the Walk Through.

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, Netball, Tennis, Volleyball and Basketball Courts, Swimming Pool, Sports Field, gymnasium and weights facilities room.

Students are able to compete in Softball, Basketball, Hockey, Netball, Football, Water Polo and Tennis interschool competitions. The school also has representative teams competing in both Touch Football and Netball Club competitions. Students involved in Netball, Touch Football, Rowing and Sports Aerobics have the opportunity to represent Girls Grammar at State and National level.

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 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 involve one game per week match play or specified times during the weekend. A commitment to sporting fixtures may occasionally clash with leave requests for boarders or with employment commitments. Consultation with coaches is essential on such occasions 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. Students should be aware that over-commitment can lead to a decline in work/study and they are encouraged to keep a balance in all they do.

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, including all clothing, hat, lunch box, drink bottle, school bag and even the insides of shoes. 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.
- Students must not bring to school items that:
 - will inhibit their learning or the learning of others
 - are dangerous or are prohibited under law

STUDENT PARENT TEACHER LEARNING CONVERSATIONS

Our Primary teachers will host Parent Teacher Learning Conversations in the last week of Term 1 and Term 3. Communication will be sent via the classroom teacher to suggest the times to book in to have the learning conversations.

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 your daughter's teachers are available to talk with you at any mutually convenient time.

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.

SUNSMART SCHOOL

Girls Grammar is a SunSmart School. Hats are compulsory at all times when outside (except if raining). Rash vests are part of the swimming uniform and are worn by all students in swimming activities. Sunscreen should be worn every day. Shoe-string straps are not allowed on free dress days or as casual wear for boarders.

Students attending beach trips or excursions need to be mindful not to get sunburnt. Failure to take sufficient steps to avoid burning, may result in a student being declined the right to attend swimming activities. Sunburn is a serious health risk, particularly in Central Queensland, and sensible attitudes to health are expected at all times.

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 all textbooks to all secondary students for all subjects. It also allows 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. Students must be textbook prepared for the first day of academic classes of the school year.

Returns

Year 12

All textbooks used during the academic school year are to be returned to the RGGGS 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. [YR 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

From time to time the School organises tours within Australia and overseas. These are not compulsory, take place during vacation periods and are designed to enrich the learning experiences for students. Advanced information of these opportunities is provided via the newsletter and by the organising teacher, through Assemblies and meetings. The costs of student participation in these Tours are generally funded by families.

Tours include:

- Sporting Tours
- Ski Trip
- Art/History Tours to Brisbane
- 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 any 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.

The Rockhampton Girls Grammar School uniform includes the following:

P-12 School Dress

Prep – Year 6 wear the dress for both for normal and formal occasions. Students in Years 7-12 wear the dress on Monday, Tuesday, Thursday and Friday. The length of the dress should come to the top of the knee.



7-12 Formal School Uniform

Students in Years 7-12 will wear skirt and blouse combination and blazer as formal wear. As formal wear outside school, the skirt should be worn with white fold-down socks only and blazer. As day wear, the skirt may be worn with white socks or navy coloured tights. The length of the skirt should come to the bottom of the knee. All Secondary students must possess at least one outfit of the formal uniform.



P-12 Sports Hat

Years P – 5: navy sports hat with School badge embroidered in gold at front.

The Sports hat is to be worn in all P-12 Physical Activity and Health and Physical Education classes. The Sports hat is also worn by students in Years P-5 to and from school, and at any time during the day when a student is outside (except when it is raining).



6-12 Panama Hat

Students in Years 6-12 wear the Panama Hat to and from school, and at any time during the day when a student is outside (except when it is raining).

7-12 Blazer

Students in Years 7-12 must have a blazer. The blazer is worn with formal uniform to all formal events and every Wednesday, when Assembly is held. Colours signifying student achievement are embroidered on the blazer (student's right side, aligned right).



P-12 School Tie

The tie is worn every day, either with the dress or the formal uniform.

- Students in Years P-11 wear the cross-over navy blue tie
- Year 12 wear the navy tie with 5mm gold edging ribbon to signify that they are Seniors



School Badges

The School badge to be worn in centre of the tie at the cross-over. Prefect, Senior and Year Level Leader badges should be worn instead of the standard School badge.

For students in Years 7-12, Badges being superseded may be worn under the crest on the blazer.

Year 6 Leaders Badges are provided to all Year 6 students. These are worn under the School badge in the centre of the tie.

House badges are worn on the tie on the wearer's right and name badges under the school badge in the middle of the tie. House badges and Name Badges are worn at School but are not to be worn on formal group occasions. Students in Year P-3 leave their name badges at school.

Badges from other schools/sources are not to be worn with School uniform, without permission of the Principal.



School Shoes P-12

The Clarks Ingrid is the only T Bar shoe which will be permitted to be worn as uniform. These shoes are available to purchase from CQ Podiatry in Rockhampton.



Tights/Socks P-12

Razzamatazz 40 Denier Soft opaque or Girl's opaque in 'Ink Navy' or standard white fold-down cotton (not sports) may be worn with the dress or the formal uniform. As formal wear, white fold-down socks are required. Girls Grammar sports socks are compulsory for HPE and curricular activities.

Jewellery/ make-up and nail polish/ enhancements / tattoos

Make up, nail polish and false nails are not to be worn to school. A plain, silver, gold or natural black watch, and one pair of sleepers or studs (plain gold, silver or pearl), to be worn in the lower lobe of the ear only. Religious talismans may be worn under the dress or formal shirt. No visible additional body piercing is permitted. Tattoos must not be visible while in uniform.



Hair P-12

Hair styles should be neat and appropriate for a work environment. Long hair (covering collar) should be tied up with a white, navy or marigold ribbon or hair tie. Multiple or obviously unnatural hair colours (including excessively blonde or dark), hair extensions or beading are not permitted with the School uniform. The Principal will determine whether hair colour is acceptable and may direct a student to adjust her hair colour. White, navy or marigold ribbons may be purchased at the Uniform Shop. White ribbons are worn on all formal occasions.



Sports Uniform P-12

The Sports uniform consists of navy shorts and a white, blue and gold sports shirt. Primary students wear their sports uniform on days when they have Physical Activity and Drama lessons. Students in Years 7-12 will change into HPE uniform for Health and Physical Education or Physical Activity classes. The Sports uniform is only permitted to be worn to and from school on Sports Carnival days.



Sports Shoes P-12

Sports shoes for Physical Education must be predominantly white and designed for physical activity (i.e. not Dunlop Volleys).



Swimwear P-12

Only Girls Grammar swimwear may be worn. Specific sizing requirements can be individualised through the Uniform Shop. The Girls Grammar rash vest is a compulsory uniform item. Girls may choose to swim in Sports shorts over swimmers.



House swimming caps may be worn in swimming classes. However, when representing the school, the Girls Grammar Swim Caps must be worn (as pictured).

House Shirts P-12

House shirts are required by all students. Students are allocated to the same House as other family members (current or past).

- Downs – Green
- Paterson – Red
- Smith – Blue
- Williams – Yellow



Cocurricular Uniforms

Each school cocurricular group has a specific Girls Grammar Uniform. Please see the shop for details in relation to Cattle Club, Agricultural Science, Dance Company, Netball, Water Polo, Basketball, Touch Football, AFL, Rowing, Equestrian, Athletics etc.



School Bag, Sports Bag and Travel Bag

Only Girls Grammar School bags may be used to transport belongings to school. There is a range of styles and sizes in the Uniform Shop for library, sport, swimming and daily use.



Girls Grammar Lanyard

The Girls Grammar lanyard may be purchased from the Uniform Shop. Only the School lanyard may be worn with the School uniform.

Year 10-12 Cardigan

The cardigan may be worn by students in Senior School (Years 10-12). The cardigan does not replace the blazer on formal occasions, including assemblies. The School jumper may be worn with either the cardigan or the blazer in cold weather.



Year 12 Jersey

The Year 12 Jersey is worn casually, as arranged by the year level, throughout their Year 12 year.

'ALL IN' OR 'ALL OUT' OF UNIFORM

The uniform needs to be worn perfectly or not at all. Students should change completely out of uniform in preference to mixing and matching items of uniform. The only exception to this is that the HPE shirt may be worn with casual pants when not attending School or at casual school functions such as leadership retreats. The pride with which the School uniform is worn is a strong indicator of a student's desire to continue to be a member of the Girls Grammar family.

The Uniform Shop

Uniform items are available from the Uniform Shop – Phone 07 49300944

Email rggshop@rggs.qld.edu.au

Located in Paterson House, the shop stocks all approved uniform items (except school shoes and sports shoes). The shop sells uniforms (new and second hand), stationery and toiletries. 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 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.

WATER

Hydration is essential for brain function. We encourage all students to drink regularly throughout the day. Non-spill water bottles may be taken to class and are sold at the Uniform Shop. Cold water bubblers are located around the School.



Rockhampton Girls
Grammar School

Est 1892

CLEVER | CONFIDENT | CONNECTED